

Maidu Museum & Historic Site

1970 Johnson Ranch Drive

Roseville, CA 95661

(916) 774-5934

www.roseville.ca.us/indianmuseum

www.facebook.com/indianmuseum

Outreach Program Policies:

- ❖ **Group Size:** Each program should have no more than 35 participants, including teachers and chaperones. We can accommodate up to 2 outreach programs per day.
- ❖ **Room Requirements:** A separate room for the Outreach Program is preferred. This room could be your science room, workroom, auditorium, empty classroom, etc. Please provide at least **4 tables** for displaying program artifacts.
- ❖ **Set-up:** The room must be available **1 hour before** presentation time and **1 hour afterward** for the instructor to set up/take down the outreach materials. There must be a minimum of **30 minutes in between programs** in order to allow the instructor to clean up and reorganize the materials.
- ❖ **Artifacts:** Your students should wash their hands after lunch and touch the artifacts gently.
- ❖ **Cell Phones:** Please turn off cell phones while your program is in process.
- ❖ **Cancellations:** You must cancel your booking at least 2 weeks in advance of your program date to avoid a cancellation fee of **\$50 per class per program** (travel fee may also apply).
- ❖ **Payment:** Checks made payable to **City of Roseville** or credit cards (Visa, MasterCard, Discover) are accepted. Credit card payments can be made over the phone. Payment must be received at least **2 weeks in advance** of your program date.

**Please fill out an Outreach Evaluation at the end of your program.
We appreciate your comments!**