

## CHILDREN'S MUSEUM ALLIANCE, INC. GROUP GUIDELINES

**The CMA welcomes groups and encourages them to return many times!**

ORGANIZED GROUPS are a component of the Museum programs central to the mission of the organization. A qualifying group will enjoy 2 hours of exploration, discovery, creativity, and imaginative play in the Museum. Once they are introduced to the Museum and the exhibits, the visitors will be free to guide themselves through *the spot's* engaging, developmentally appropriate and universally designed exhibits.

- 1) An **organized group** is defined as a minimum of 15 guests who are part of a larger group affiliation, which include:
  - schools
  - non-profit organizations
  - churches
  - moms' or dads' parenting clubs
  - qualified organization/business that are recognized supporters of the CMA
- 2) The Museum space best serves a maximum of 36 people at one time, including children and adults. Please work with our Group Coordinator to determine if your group will be enjoying the Museum all together, at one time, OR in an open-house format in which the number of attendees will ebb and flow during the scheduled event period.
- 3) Adult to child ratio must be within 1:3 for groups consisting of mostly children under age 6; 1:5 adults for to children over the age of 6 years. Adults are people age 18 and older.
- 4) No food or beverages may be served or consumed in any Museum exhibit area during group events.
- 5) Groups must provide a certificate or declaration of insurance coverage prior to the Museum visit.
- 6) Group rate is \$75.00 for any size group from 15 to 30 guests. Admission for additional guests, up to 36 total, is \$4.00 per person.
- 7) A non-refundable deposit of \$30.00 is due at the time of the reservation. Cash payments or checks are accepted during regular business hours; checks also accepted by mail and online PayPal payments are accepted when paid in full. An additional surcharge applies when using PayPal.
- 8) The remainder of the total payment is due on the day of the scheduled event. We cannot accept individual admissions from the members of your group, so please plan to have a representative from your group collect admission from the members in advance, if applicable.
- 9) Cancellation policy: 48 hours prior to scheduled group event in writing via email [groups@thespotmuseum.org](mailto:groups@thespotmuseum.org) AND call to the Groups Coordinator at 928-710-7162