



JHCM Reception Rental & Birthday Party Policy Agreement

Please make your party guests aware of museum guidelines
(Please refer to JHCM Clubhouse Behavior & Use Policy).

- Museum Party Use Policy
 - Parents/Adults are responsible for the supervision of their children in the museum.
 - To ensure adequate supervision JHCM requires 1 adult for every 5 children or 1 adult for every 3 children if attendees are under 3 years old..
 - We reserve the right to ask children to “sit out” for part of their visit if they are not following the museum rules.
 - We ask that the children and their supervising parents help to pick up the exhibit areas at the end of the party, and clean up outdoor spaces if used.
 - The museum equipment and/or furnishings may not be removed from the premises. Damage to museum property may result in billing to the Host/Hostess for replacement or repair of equipment, at the museum’s discretion.

- Decoration Policy:
 - No decorations affixed to walls, ceilings or light fixtures are permitted.
 - Methods for affixing decorations, etc. cannot leave permanent markings.
 - Balloons, Confetti, Piñatas and silly string are discouraged for safety reasons. Use at your own risk. Host/Hostess responsible for clean up and removal.
 - Additional charges will be applied if this rule is not adhered to cover cleaning costs.

- Food and drinks are not permitted on the exhibit floor.
 - This includes candy or other treats from Party Goodie bags.
 - The preference is that gift or goodie bags be given at the end of the party.
 - No Alcohol or Smoking allowed anywhere on the museum or school property.

- Reservation Policy:
 - Reservation deposit (of \$75) is due at time of booking and can be applied to the remaining balance.
 - Cancellation notice must be given to the Museum two weeks in advance from the scheduled party date for a refund (less processing fees and 10% cancellation fee).
 - The reservation deposit is non-refundable if cancelled within two weeks from date.
 - The reservation deposit may be transferred to another date if the Host/Hostess notifies the museum at least 5 business days in advance and the alternative date is available to be reserved.

- Remaining balance is Due in Full on the day of the party (no exceptions).
- Cleanup must be completed and all guests and hosts must exit the museum at the end of the scheduled reservation. Additional time may be purchased at the time of agreement.
- Groups who do not adhere to the rules will be asked to leave early without a refund.
- Chaperones must stay with children, take full responsibility for their safety and discipline.
- Additional fees may be applied for Guided Activities, Custom Creativity Studio Activities, etc.

JHCM Reception Rental & Birthday Party Agreement

I, the Host/Hostess have read the Birthday Party and JHMC Reception Rental Policy Agreement above and agree to the terms and conditions. I also agree to indemnify and hold harmless the JHCM, Board of Directors and all employees and/or agents from all injuries, losses, damages and liability occurring while renting/attending our Birthday Party or Special Party Reception at the JHCM.

Host/Hostess Printed Name: _____

Contact Information: _____(phone) _____(email)

What are you celebrating?: _____

Extras (circle all that apply): Custom Creativity Studio Activity Teacher-Guided Activity
Extra time/After hours Other:_____

Host/Hostess Signature: _____ Date: _____

Museum Rules and Guidelines

As Parent/Chaperone, I understand it is my responsibility to help keep the Museum safe for all children reviewing the Clubhouse Code with all guests.

The Clubhouse Code

- Curious Minds
- Kind Words
- Sharing Hands
- Safe Space

Behavior Policy

To ensure that "The Clubhouse" is a positive, safe and welcoming place for families, the staff members are committed to:

*Being trained in appropriate guidance and techniques for promoting positive behaviors.

*Promoting a bully-free zone where verbal or physical bullying is not permitted.

*Working with parents, caregivers and children to re-direct disruptive or aggressive behaviors such as being unkind, not sharing, pushing, hitting, kicking and biting.

*If a child is exhibiting disruptive and/ or aggressive behavior, our staff and/or volunteers will use a guidance approach to aid children in problem-solving and correcting undesired behavior, which includes:

*Approaching parents and/or caregivers to guide them towards re-directing their children in a positive way by encouraging acceptable behavior using positive words and actions or redirecting a child to an alternate exhibit or activity.

* The staff will use & promote positive problem solving techniques and asks caregivers to do the same:

- Using respectful language to talk with the child about their behavior and encourage respectful behavior.
- Conversing with children about their feelings to develop problem-solving skills.
- Reminding children of our "Clubhouse Code" behavior expectations for children.
- Giving children choice about how they want to resolve their conflict.
- Redirecting children to an alternate activity if they do not feel that they can be successful at the exhibit they are exploring at the moment, and try again another time.

If a child's behavior is severe and harmful to other patrons of the museum, children will be asked to take a break from the exhibits in the gallery room and take a break in the community room where they will work with parents and/or caregivers and staff to help them calm down and be ready to re-enter the gallery.