

FIELD TRIP TERMS AND CONDITIONS

ACCEPTANCE OF TERMS

Burke Museum Field Trip reservation holders (client) must be at least 18 years of age. Upon finalizing a Field Trip reservation, the client agrees they have read and accepted the terms below. It is the sole responsibility of the client to share these terms and conditions and other associated program materials with all parties involved in the payment, scheduling, and coordination of their Field Trip program. Clients agree to share the Program Logistics and Acknowledgement of Risk with guardians and chaperones, and to obtain participation permission from guardians in advance of the Field Trip visit.

PAYMENT AGREEMENT AND OPTIONS

By confirming your program reservation, you agree to pay the total program fee specified on the program invoice provided by Burke Education. Clients may pay for their program with a credit card via our online form or with a mailed check. Educational institutions may submit a purchase order ahead of check payment. For any non-zero total program fees, the client's intended form of payment (credit card, check, or purchase order) must be entered via the confirmation form in order to finalize a Field Trip reservation.

The cost of Field Trip programs is based on the number of participants (both youth and adults) communicated by the client during the booking process. It is the responsibility of the client to notify the Burke Museum in advance of any changes in group attendance for their scheduled program. Any changes in the number of participants that would result in a lower associated program cost must be submitted at least two weeks in advance of the program date for a fee reduction to be possible. Total attendance is verified on the day of the program and billed accordingly; see Fees and Non-payments Section for more details. If fewer participants join on the program date, refunds are not possible.

Payment must be received no later than the date of the scheduled program. For check payments, checks must be posted via mail by the program date and cannot be accepted in person. If multiple programs are booked for varying dates, payment is due by the date of the last scheduled program listed on the invoice.

Balances not cleared within 30 days from the program date will be considered a non-payment. Excessive unpaid balances will affect the client and associated organization's ability to book future programs provided by the Burke Museum. See the Fees & Non-payments Section for more details.

PROGRAM LOGISTICS

Once the client has confirmed their Field Trip reservation, pre-visit documents will be provided to assist the client in preparing their group for visiting the museum. The client is responsible for ensuring that this pre-visit information is disseminated to all field trip participants, including chaperones who will be supporting the field trip visit.

On the date of the program, the client is responsible for ensuring their group arrives no later than the scheduled program start time. Late arrivals for facilitated programs may result in a shortening of program content. Groups who arrive more than 20 minutes late may forfeit their program as scheduled. Refunds cannot be given in this case. The option of self-guiding in the museum may be provided to the client at the discretion of Burke Education, contingent on program capacity.

Any youth (under 18) who participates in the program or uses program materials will be considered a program participant and count towards the total group attendance. Any adult who joins the program to support youth participants (including classroom teachers) will be considered a chaperone.

While at the museum, program participants must be accompanied by chaperones at all times. A minimum of one chaperone for each seven students is required (a 1:7 chaperone ratio). Please pre-assign chaperone groups and ensure that chaperones are aware that they must stay with their small group at all times during the visit.

ACKNOWLEDGEMENT OF RISK

The client and associated visiting group assume responsibility for all youth and chaperones who will be participating in the field trip visit to the Burke Museum. It is the client's responsibility to review all potential risks associated with a field trip to the Burke, and to communicate these risks to guardians of participants, along with a description of the activities that will take place during the field trip. The client must acquire participation approval from guardians of all youth participants acknowledging these risks and activities in advance of the field trip date.

By reserving a field trip to the Burke Museum, I acknowledge and authorize the following risks:

- The Burke Museum is a public space, and your group will encounter other museum guests during their visit. Potential environmental hazards include stairs, heights, hand sanitizer stations containing alcohol as the active ingredient, uneven and hard surfaces, allergens, tripping hazards, electrical outlets, choking hazards, earthquake hazards, and sharp edges.
- Program activities may include crafts, interacting with museum collections and gallery spaces, and access to hand sanitizer and restrooms. If the visiting group chooses to have snack or lunch during their Field Trip, this will take place in public outdoor or indoor spaces. Risks inherent in these activities include bodily injury or illness due to exposure to infectious diseases, including COVID-19.
- Chaperones are in charge of ensuring the safety of youth participants (as defined in the Program Logistics section) during the Field Trip, and must remain with their assigned group of youth at all times. Youth may not be left unsupervised at any point during their field trip visit. If an injury requiring minor first aid occurs during your Field Trip, there are first aid kits available on every floor. Please notify museum staff and they will help you locate a first aid kit. Your group's chaperones will be responsible for administering first aid to youth participants. Should a major medical emergency occur, museum staff will call 911.
- In the event of an emergency requiring evacuation from the museum, Burke Museum staff will direct all guests to the designated emergency assembly point. Burke staff will be wearing neon yellow hats or orange safety vests at the assembly point. It is your responsibility to maintain an updated list of participants in your group with emergency contact information, and ensure they are all accounted for. Please notify Burke staff at the assembly point if there is anyone from your group who is missing. You are also responsible for coordinating reunification with their guardians for the youth in your group.

I acknowledge that there are certain risks inherent in this program, including but not limited to those indicated above. I acknowledge that all risks cannot be prevented and I assume those risks are beyond the control of Burke Museum staff. I acknowledge that the Burke Museum and the University of Washington do not provide health and accident insurance and are not financially responsible for any medical bills incurred as a result of emergency medical treatment.

RESCHEDULING AND CANCELLATIONS

It is the client's responsibility to contact the Burke Museum Education Department if the need to cancel or reschedule a program occurs. Please call the Education office at 206.543.5591 or email burked@uw.edu.

Client-Initiated Cancellations: Cancellations must be made a minimum of two weeks before the scheduled program date to receive a refund. Clients with cancellations made with less than two weeks' notice will be charged the full program fee. An exception may be made for cancellations due to acts of nature (e.g. inclement weather, etc.).

Rescheduling: In the case of less than two weeks' notice for a cancellation request, refunds are not possible but the option to reschedule the program may be available. Rescheduling is not guaranteed, and is at the discretion of Burke Education staff. Programs cannot be rescheduled beyond June of each year; any programs that are not rescheduled before June will be forfeited. Once a program has been rescheduled, the client forfeits the ability to receive a full or partial refund should the program later be canceled or amended.

Non-Compliance Cancellations: The Burke Museum reserves the right to cancel any upcoming Field Trip reservations for clients and/or organizations who violate the terms and conditions. If Burke Education initiates a non-compliance cancellation, any payments associated with the canceled reservation will be refunded. If the client has other unpaid balances owed to the Burke Museum, these will be deducted from any refund amounts.

Logistics Cancellations: If the Burke Museum is unable to fulfill a scheduled Field Trip program due to staffing or other availability issues (e.g. unforeseen museum closure), Burke Education will work with the client to find a suitable alternative. Alternative options may include shifting a facilitated program to a self-guided visit, rescheduling or canceling the visit. If the client has already remitted payment and the selected alternative has a lower cost associated than the originally scheduled program, Burke Education will issue a partial refund for the cost difference. If payment has already been remitted and the program is canceled, Burke Education will refund the associated program fees. If no program fees have been paid, the client will not be responsible for program fees associated with the canceled program. If the client owes any other unpaid balances to the Burke Museum, these will be deducted from any refund amounts.

FEES AND NON-PAYMENTS

Clients who have had fees assessed to their program will receive an updated invoice after their Field Trip to the Burke Museum. Fees not paid within 30 days of the delivery of an amended invoice post-program date will be considered a non-payment. Financial assistance funds awarded by the Burke Museum cannot be applied to fees.

Non-payment: Any program costs not cleared within 30 days from the program date will be considered a non-payment. Non-payments will affect the client and associated organization's ability to book future programs with the Burke Museum.

Extra Chaperone(s) Fee: The program fee includes admission for up to one chaperone for every five students (1:5 chaperone ratio). Any excess chaperones beyond this ratio will result in an additional chaperone fee of \$50. This Extra Chaperone Fee will cover admission for up to 10 extra chaperones. Any support staff needed for accessibility purposes (e.g. 1:1 aides, interpreters) are included at no cost, and do not count toward this 1:5 ratio. Chaperone count will be verified by Burke Education on the day of the visit. If the day-of chaperone count is in excess, this fee will be assessed retroactively.

Burke Education

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