



Maud Morgan Arts, A program of Agassiz Baldwin Community
20A Sacramento Street, Cambridge, MA 02138, Phone: (617) 349-6287

Children's Party Policies

Schedule

Schedule a party through Haley MacKeil, Director of Maud Morgan Arts, via email, hmackeil@agassiz.org or by phone, 617-349-6287 x15.

Children's parties take place on weekends for 3 hours between 10 AM and 5 PM, if no programs are scheduled in the space.

Art Activities

The art part of the party will take place in our first floor 3D studio, our multi-use classroom. The other classrooms may not be used.

An art activity must be part of the children's party.

An art teacher from MMA must be engaged to teach the workshop. Content and timing should be worked out in consultation between the teacher and the party hosts.

The art teacher will be paid by Maud Morgan Arts, including time spent on set-up and clean-up. Payments do not go directly to the teachers from the party hosts.

MMA teachers will be responsible for unlocking and re-locking the buildings.

Other Activities

The yard and outdoor space may be used for children's parties, but there must be at least two adults attending at all times. This is a safety precaution. The toys in the storage sheds are not for party use.

Food and Drink

Any refreshments or food must be served in the ABC kitchen space. The art activity will take place in the Maud Morgan studio. Food and drink are not allowed in the studios.

All set up and clean up must be done by the adults in charge, to the standards set by MMA and ABC, we ask that the following guidelines for use of the ABC kitchen be respected:

- Dispose of all food scraps in the trashcan and empty the trash when the party is finished.
- Use the recycle bins and empty these in the outdoor recycle bins inside the wooden enclosure.
- Wipe down the tables and sweep the kitchen floor.
- Keep all food in the kitchen.

Payment

1. A flat fee of \$350 is for the space for a maximum of three hours and includes the cost for the hired art teacher and art materials for up to 12 kids.
2. By Check: Please sign the contract and pay by check in advance of the party. Make checks payable to Maud Morgan Arts.
3. By Credit Card: Please register online and pay in full in advance of the party.



Maud Morgan Arts, A program of Agassiz Baldwin Community
20A Sacramento Street, Cambridge, MA 02138, Phone: (617) 349-6287

Children's Party Contract

Parent(s) Name

Address, City, State, Zip

Telephone

Email Address

Child's Name

Child's Age

Number of Children Expected

Date of Party

Balance of \$350 paid in full? _____ Payment method: _____ Registered in ASAP? _____

We have read and agree to the guidelines set out for children's parties at Maud Morgan Arts.

Signature

Date