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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 Director of Maud Morgan Arts or Site Director (617-349-6287 ext. 15).

Children's parties take place on weekends between 11 AM and 4 PM, if no classes are scheduled in the space.

MMA teachers will unlock, lock, and arm the alarm.

### Art Workshops

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

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

### 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 Community Center space. The art workshop will take place in the Maud Morgan studio. MMA Studios are nut free.

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.

The other classrooms may not be used.

All set up and clean up must be done by the adults in charge to the standards set by MMA and ABC.

### Payment Fee and Payment

1. A flat fee of \$350 for the space for a maximum of three hours.
2. Please sign the contract and pay online in advance of the party. Checks payable to Maud Morgan Arts.



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## 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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Children’s Party Invoice

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Date

Materials Fee +	
MMA Teacher	\$175.00
Use of Space	\$175.00
<b>Total</b>	<b>\$350.00</b>

**Balance Due**            **\$350.00**

Make all checks payable to Agassiz Baldwin Community.