

BURKEMOBILE TERMS AND CONDITIONS

ACCEPTANCE OF TERMS

Burke Museum BurkeMobile reservation holders (the client) must be at least 18 years of age. Upon finalizing a BurkeMobile 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 BurkeMobile program. Clients agree to share BurkeMobile Logistics and the Acknowledgement of Risk with all parties that will be involved on the day of the program.

PAYMENT AGREEMENT AND OPTIONS

By confirming the program reservation, clients 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 to finalize the BurkeMobile reservation.

The cost of BurkeMobile programs is determined by the number of participants and/or program sessions communicated by the client during the booking process. Mini Museums can host a maximum of 60 participants per session. Early Learner programs can host a maximum of 24 participants per session. BurkeMobile educators can facilitate a maximum of six 45-minute sessions per day. Requests to accommodate more participants than outlined above will be subject to increased program fees.

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 on separate 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 and Non-payments section for more details.

PROGRAM LOGISTICS

Once the client has confirmed their BurkeMobile reservation, pre-visit documents will be provided to assist the client in preparing for our visit. Prior to creating a schedule, Burke staff will inform the client of the earliest possible program start time. This will depend on the amount of time required for travel and setup. The client is responsible for ensuring that this pre-visit information is disseminated to all parties, including teachers, administrators and office staff.

Prior to Visit: Clients must provide their preferred program schedule to BurkeMobile coordinators at least two weeks in advance of their program date. Clients who do not provide their schedule in advance will be subject to the Late Schedule Fee (see Fees & Non-payments section for more information), and the client will have one week to submit their preferred schedule. If no schedule is provided by one week prior to the program, Burke Museum will create a schedule at their discretion and the client will be subject to the Late Schedule Fee.

All schedule adjustments must be made prior to 3 business days ahead of the program. No schedule adjustments will be accommodated after that point.

The client making the reservation must disseminate pre-visit information and coordinate with all parties to ensure that the physical space and equipment are reserved and prepared ahead of BurkeMobile staff's arrival. Failure to prepare space appropriately may result in a minimized BurkeMobile experience (see Host Site Expectations subsection for further information).



Host Site Expectations: Clients are responsible to provide the physical space requirements and equipment as outlined in the pre-visit materials that are sent during the program confirmation process. These requirements may include tables, electric outlets, storytime space or other onsite resources.

On the date of the program, at least one staff member or adult from the hosting school or organization must be present while youth are participating in the program.

If the space and equipment are not prepared for the arrival of Burke staff, this will impact the presentation of the program. Impacts could include: Burke staff not being able to teach the lessons in the requested schedule or starting late, participants not having the full experience if the program needs to be pared down, or the space is not safe for collections to be displayed.

Please note that providing a space that does not meet BurkeMobile program qualifications may disqualify the client from receiving their reserved program. Refunds cannot be given in this case, but an attempt to reschedule said program will be provided to the client.

ACKNOWLEDGMENT OF RISK

BurkeMobile use inherently includes risk of personal injury, exposure to hazardous chemicals and/or exposure to allergens. The client acknowledges certain risks are inherent in this program, including but not limited to those previously listed. The client is responsible for safe handling of BurkeMobile collections and materials and the wellbeing of persons using BurkeMobile materials during their program. The Burke Museum is not liable for injury resulting from BurkeMobile program use and is not financially responsible for any medical bills incurred as a result of emergency medical treatment.

The Burke Museum reserves the right to charge a repair/replacement fee for BurkeMobile components lost or broken during the program. See the Fees and Non-payments section for more details.

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, the option to reschedule the program may be available. Rescheduling is not guaranteed, cannot be accommodated within three weeks of the date of the rescheduling request and is at the discretion of Burke Education staff.

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. An exception may be made for acts of nature (e.g. inclement weather, etc.).

Non-compliance cancellations: The Burke Museum reserves the right to cancel any upcoming BurkeMobile reservations for clients and/or organizations who violate the terms and conditions. See the Fees and Non-payments section for more information.

FEES AND NON-PAYMENTS

Clients who have had fees assessed to their program will receive an updated invoice after their BurkeMobile program. 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.



Late schedule fees: The Burke Museum can assess up to a \$10 per day late fee to clients whose program schedules are not submitted two weeks prior to the program date.

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.

Damage fees: For items damaged beyond normal wear and tear (at the sole determination of the Burke Education), the Burke Museum will provide an itemized invoice for repair or replacement.

Non-compliance fees: If Burke Education initiates the cancellation of a client's upcoming BurkeMobile reservation, the Burke Museum will refund any paid program costs less the total of any fees and/or other unpaid program balances incurred by the client. If the client has not paid for the program, they will be responsible for paying the fees assessed to them.

Damaged or Lost item fees: For items damaged beyond normal wear and tear (at the sole determination of the Burke Education staff) or taken during the program, the Burke Museum will provide an itemized invoice for repair or replacement.

Burke Education

4303 Memorial Way NE

Seattle, WA 98195

206.543.5591

burked@uw.edu

