



THE MONDAK  
HERITAGE CENTER  
— SIDNEY, MONTANA —

**MonDak Heritage Center**

**Class Policies**

*April 13, 2017*

*Updated March 17, 2020*

## **Enrollment and Registration**

The MonDak Heritage Center (MDHC) reserves the right to accept or deny enrollment in any class or camp by any applicant.

MDHC requires paid registration in advance to enroll in classes or camps. Enrollment is limited and accepted on a first-paid basis. MDHC will not accept registration without payment.

All registrants must provide their name, phone number, and e-mail address (optional) at time of registration. Registrants under age 18 that are not accompanied by a parent/legal guardian must also provide the name and phone number of a parent/legal guardian as an emergency contact.

*Individuals may register in the following ways:*

- In person: MonDak Heritage Center, 120 3rd Avenue SE, Sidney, MT 59270
- By telephone: (406) 433-3500
- Online: [mondakheritagecenter.org/education](http://mondakheritagecenter.org/education)

*Payments Accepted:*

- Credit Card
- Check payable to MDHC (charged at current bank fee for returned checks).
- Cash
- MDHC Gift Certificates

## **Cancellation**

Classes and camps must meet a minimum enrollment to run. MDHC reserves the right to cancel classes and camps with insufficient enrollment. In the case of cancellation due to insufficient enrollment, MDHC will notify enrollees by phone and e-mail (if available) at least six (6) hours prior to the start of the class. MDHC will provide a full refund or credit when canceling a class due to insufficient enrollment. MDHC reserves the right not to reschedule classes and camps canceled due to insufficient enrollment.

MDHC may also cancel classes and camps due to inclement weather. In the case of cancellation due to inclement weather, MDHC will notify enrollees by phone and e-mail (if available) as soon as possible and post a cancellation notice on the MonDak Heritage Center's Facebook page ([facebook.com/MonDakHeritageCenter](https://facebook.com/MonDakHeritageCenter)). For classes and camps canceled due to inclement weather, MDHC will schedule a new date as soon as possible. Enrollees unable to attend on the rescheduled date will have the option to receive a refund or credit.

## **Absence**

If enrollees are unable to attend a class or camp in its entirety, they must notify MDHC at least 48 hours prior to the start of the class or camp to receive a full refund or full credit.

Enrollees that provide MDHC with notification of absence less than 48 hours prior to the start of a class or camp may receive a 75% refund or a full credit.

MDHC will not provide refunds or credits for enrollees that miss single days of multi-day camps, even with prior notification. MDHC will only provide refunds or credits for the entirety of multi-day camps per the appropriate notification procedures outlined above.

Enrollees that do not provide MDHC with advanced notification of their absence will not receive any refund or credit, except in the case of a medical or family emergency or other extenuating circumstance. In such instances, enrollees must notify MDHC of their absence as soon as possible, and MDHC may require written proof of emergency for a refund or credit.

## **Food and Drink**

Food and drink are not permitted in the galleries, exhibits spaces, and research library at the MonDak Heritage Center. Enrollees may bring food and drink into the art classroom and are responsible for cleaning any necessary food or drink spills or accidents.

### *Youth Classes*

Classes or camps two hours in length or more may include a snack break. Enrollees may bring their own snacks, but may only eat during a designated snack time. Cups and tap water are available for all students.

### *Adult Classes*

Enrollees age 21 and over may bring wine and beer into the classroom during evening classes for their own consumption. Intoxication while in the museum will not be tolerated.

## **Publicity Waiver**

### *Adults (18 or older)*

Paid enrollment indicates that the enrollees grant permission to MDHC for use of their name, picture, portrait, likeness or voice, photographs, images, and artwork for MonDak Heritage Center educational, publicity, archival, or grant purposes. These images will be in print

publications, online publications, presentations, websites, social media, videos, or other printed and broadcast formats. Written requests denying this permission must be given on or before the first day of class or camp.

#### *Youth (under 18)*

The parent/legal guardian of an enrollee under age 18 must give or refuse consent on the MDHC Publicity Waiver Form provided by the MDHC Education & Outreach Coordinator at the time of registration and enrollment or on the first day of class or camp.

### **Child Pick-Up**

Parents/legal guardians must arrange for their children under age 18 to be picked up within five (5) minutes of the class or camp ending time. MDHC staff are not responsible for children past this period. MDHC reserves the right to charge a late fee to parents/legal guardians who are excessively or consistently late. If outstanding circumstances prevent prompt pick-up, parents/legal guardians must call MDHC at (406) 433-3500 before the end of class to inform staff of a reasonable time for pick-up of their children.

### **Art Pick-Up**

Artwork produced in MDHC classes and camps often requires time to dry or complete in the kiln. Artwork will be ready for pick-up no later than two (2) weeks after the class or camp ends. MDHC staff will notify enrollees in class or by phone or e-mail (if available) when artwork will be ready for pick-up. Enrollees will have sixty (60) days from the time the artwork is ready to pick-up their artwork. After sixty (60) days, enrollees' artwork will become the property of the MonDak Heritage Center.

### **Discounts**

MonDak Heritage Center members receive a discount off each class or camp registration, unless otherwise noted. For information on how to become a member, talk to MDHC staff, call MDHC at (406) 433-3500 or visit [mondakheritagecenter.org/support](http://mondakheritagecenter.org/support).

MDHC also offers the Creative Classes Card. For every class purchased and attended, enrollees receive a punch on the Creative Classes Card. Enrollees that purchase and attend nine (9) classes receive the tenth class for free. The free class must be \$20 or less in value.

## **Youth Scholarships**

Scholarships to attend classes and camps at the MonDak Heritage Center are available for ages 2-18. Restrictions apply. To view the full rules and apply, please visit MDHC website at [mondakheritagecenter.org/education](http://mondakheritagecenter.org/education), call MDHC at (406) 433-3500 or visit us. Scholarship approval required prior to enrollment in youth camps and classes.

## **Gift Certificates**

Give the gift of creativity! Purchase a gift certificate to the MonDak Heritage Center, the perfect gift for a creative type or lover of the arts. MDHC gift certificates may be used for anything we offer, including: classes, camps, events, membership, and gift shop merchandise.

- Available in any denomination
- May be mailed to you or the recipient.
- May purchased in-person or by mail at MDHC, 120 3rd Ave SE, Sidney, MT 59270, or by phone at (406) 433-3500. Cash, credit cards, and checks payable to MDHC accepted.

## **Private Classes & Appointments**

The MonDak Heritage Center offers opportunities for private classes, classes on select topics, and other educational activities. Individuals and groups must contact MDHC to schedule any class or activity not on the MDHC calendar. Appointments must be made a minimum of one (1) week in advance. MDHC cannot guarantee that requests for private classes or other appointments will be fulfilled on the desired date and reserves the right to refuse requests to any individual or group. Pricing varies. Please contact the MDHC Education & Outreach Coordinator at (406) 433-3500 for more information.