



# MacKenzie Environmental Education Center Poynette, WI Educational Program Fee Schedules

## *Day Fieldtrips:*

\$2.00 per student; chaperones free; \$10 reservation fee

Arrival time not before 8am and departure time before 4pm; fees payable upon arrival.

A staff member could be available for guided tours of the Wildlife Exhibit or other activities for your group for an additional fee of \$1.00 per student; (chaperones free). Requests must be made at least 4 weeks prior to your visit or at the time the reservation is made. Availability based on staff and volunteer schedules.

Fees are payable to the Wisconsin Wildlife Federation prior to or at the time of check in.

## *Maple Syrup Program for School Groups:*

\$2.00 per student; chaperones free; \$10 reservation fee

Program runs in March only and has a limited capacity.

Groups can not register until a call in day is set by MEEC staff. Call in date is usually mid February for the following month of March. Groups must pre-register by calling 608-635-8105 on the call in date or after.

Tours begin at 9am and again at 11:45am.

Fees are payable to the Wisconsin Wildlife Federation prior to or at the time of check in.

## *Day Camp Program in our Lodge:*

Arrival time 8:30 am; Departure time 2:30 pm

\$10 per student/day; chaperones free; \$20 reservation fee, \$100 deposit; minimum of \$100 day

Extra \$2 per student for check out past 2:30pm departure time (per hour).

\*Students are encouraged to brown-bag their lunch to avoid having end of day kitchen clean up.

A standard one day program includes one MEEC staff teaching environmental education lessons, all program supplies, AV equipment, and recreation equipment, access to the museums and wildlife exhibit and campfire.

Volunteer educators may also be available to assist based on their availability.

## *2 or 3 Day- Overnight Camp- Program in our Lodge:*

Day one check in time 8:30 am; last day departure time 2:30 pm

\$20 per student/night; chaperones free; \$20 reservation fee, \$200 deposit; minimum of \$200 night

Extra \$2 per student for check out past 2:30pm departure time (per hour).

Groups are responsible for meal preparation and kitchen responsibilities.

A standard overnight program includes overnight accommodations, including dorms and lodge; one MEEC staff teaching environmental education lessons (8am-4pm); all program supplies and materials; AV equipment; and recreation equipment; access to the museums and wildlife exhibit (8am-4pm) and campfires.

Volunteer educators may also be available to assist based on their availability.

Evening programming also available for an extra fee per student; need to be determined during your planning session.

*Weekends uses of the Lodge and Dorms:*

\$15 per individual/night...if group is spending the night; \$20 reservation fee, \$200 deposit;  
minimum of \$200 night

\$10 per individual/day... (I.e. Saturday with no overnight); \$20 reservation fee, \$100 deposit;  
minimum of \$100 day

Extra \$2 per individual for check out past 2:30pm departure time on Sunday's and 4pm on Saturday's (per hour).

Groups are responsible for meal preparation and kitchen responsibilities.

Groups that arrive on Friday afternoon for a weekend program must have ONE responsible person here no later than 4:00 pm to pick up the keys and review responsibilities. Group arrival time should not be before 4pm unless permission is granted by MEEC staff during your planning session; as we may still be cleaning from a previous group's visit. A staff person will be scheduled to meet you at the pre-determined arrival time on Saturday or Sunday. It is your responsibility to make sure someone is here on time.

All groups must vacate the lodge and surrounding grounds no later than 2:30 pm on Sunday. This allows our staff time to sanitize and prep the facility for the next group. We are unable to make provisions for departures later than 2:30 pm on Sunday. Saturday departure time is no later than 4:00 pm. All groups departing after the pre-determined time will be assessed a fee of \$2.00 per person.

*Summer Camp Programs in our Lodge:*

Rates for summer camp programs vary depending on group needs and programming. Please call our education office at 608-635-8105 for more information.

*Cancellation Policy*

Cancellations with a 60 day (2 months) or more notice they will receive 100% of the deposit back.

Cancellations with a 59-30 day notice will receive 50% of the deposit back.

Cancellations with less than a 29 day (1 month) notice will not receive a deposit refund.

If a cancellation is due to extreme weather conditions, or forces of nature, a full refund will be considered. If a cancellation is due to a facility failure (i.e. major plumbing/heating failure) a full refund will be made. All refunds are "minus" the reservation fee.