

**Ames Historical Society**  
**Program Use Policy**  
Effective 11/15/2015

**Types of Programs**

Ames Historical Society (AHS) staff and volunteers provide two types of programs to groups: programs that include historical information about a specific topic and programs that provide promotional information about AHS. Historical program topics include the Dinkey, Ames Public Library, Joe Gerbracht, early Ames history, walking tours of downtown Ames, and many others. Staff and volunteers often create new programs to add to this list.

Programs are generally 20 minutes to an hour, and include written scripts and PowerPoint presentations, hands-on artifacts and/or printed handouts.

**Program Use**

AHS will present programs to schools, the general public, businesses, non-profits, clubs, class reunions, and other community groups upon request. Programs about AHS are provided at no cost to groups. Groups requesting programs featuring historical topics will be charged according to the fee schedule below. Additional charges may apply if a new program must be created from scratch.

AHS will determine charges for programs open to the public (e.g. annual Lecture Series) on a case-by-case basis.

AHS maintains the copyright for program scripts and PowerPoint presentations. Program materials will not be given out for personal or commercial use. Visitors are welcome to review program materials at the Ames History Center at no charge, but no copies may be made.

**Fee Schedule**

Programs about AHS	No charge
Historical topic programs	\$50
<i>Exception – youth groups (cub scouts, schools, etc.) will not be charged for programs</i>	
Public programs	Fees determined as needed
Custom programs	\$150

All fees charged on a discretionary basis. AHS staff members have final judgement on which fees apply in specific instances.