National Cowgirl Museum and Hall of Fame
Student Group Guidelines Form 2015

THE SCHOOL PRINCIPAL AND LEAD TEACHER MUST READ AND SIGN THESE GUIDELINES PRIOR TO THE MUSEUM VISIT:

- We will review these Guidelines with our students
- We will provide our adult chaperones with a copy of these Guidelines

☐ The Museum opens at 10:00AM. We will send the **Lead Teacher** with the Confirmation Form, exact count and payment in the form of one school check, money order, cash in large bills, or credit card with photo ID. We understand the Museum does not accept separate payments, purchase orders, temporary or personal checks, multiple checks or large quantities of coins.

☐ We understand the Lead teacher will write the exact numbers on the Confirmation Form so that all the STUDENT and ADULT (free chaperones and paid adults) tickets are sold in ONE transaction. We will remember to include teachers in our adult count. We understand that failing to bring our Confirmation Form will result in a delay for our entire group.

☐ We understand the discounted rate is only available during the initial sale. Any additional tickets purchase after the initial sale will be at full price.

☐ We understand there are **no storage facilities** at the Museum. Lunches, beverage, backpacks and large items should be left on the buses.

☐ We understand that our adult chaperones are required to remain with assigned students at all times. Students who are not accompanied by an adult chaperone are escorted to the Concierge Desk and the Lead Teacher is notified.

☐ We understand inappropriate behavior or damage to Museum properly is not tolerated. Offenders are escorted to the Concierge Desk and the Lead Teacher is notified. We understand incidents of misconduct and/or Museum property damage are reported to the student group's school principal.

☐ We understand our buses may drop off and pick up in the circle in front of the National Cowgirl Museum. Buses must park in the Will Rogers Coliseum parking lot or the Harley Street parking lot.

☐ We understand our Museum admission tickets are only valid the day of our scheduled visit.

☐ We understand we must call 817/336-4475 to cancel or make changes to the Scavenger Hunt at least 24 hours in advance of our scheduled visit.

☐ We understand any pre-requested Scavenger Hunts are self-guided and are picked up at the Concierge Desk.

☐ All Museum programs and prices are subject to change.

We have read and agree to the above Guidelines.

_____	_____	_____	_____
Principal	**Date**	**Lead Teacher**	**Date**