

NATIONAL COWGIRL MUSEUM AND HALL OF FAME
2019 STUDENT GROUP GUIDELINES



NOTE: BOTH THE SCHOOL PRINCIPAL AND LEAD TEACHER MUST READ AND SIGN THE GUIDELINES FORM. PLEASE PROVIDE COPY OF GUIDELINES TO TEACHERS AND CHAPERONES TO REVIEW PRIOR TO YOUR SCHEDULED MUSEUM VISIT.

- We understand the **Lead Teacher is responsible for check-in immediately upon arrival and for bringing the following: Group Confirmation Form, Exact Headcount, and Payment for Total Amount Due.** We understand that failing to do so will result in a delay for our entire group.
- We understand the **Lead Teacher will provide the exact headcount number for ALL Student and Adult tickets (including FREE and PAID Chaperones). We understand group tickets are sold in ONE transaction only.** The Museum does NOT accept separate payments, purchase orders, temporary or personal checks, multiple checks or large quantities of coins.
- We understand the discounted rate is only available during the initial sale. Any additional tickets purchased after the initial sale will be at full price. We understand our Museum admission tickets are only valid the day of our scheduled visit.
- We understand prior to arriving at the Museum, we are **responsible for reviewing proper Museum Etiquette (i.e. NO RUNNING, YELLING, OR PUSHING) with our students.**
- We understand **there are NO STORAGE FACILITIES at the Museum. All lunches, water bottles, beverages, backpacks and large items should be left on the buses.**
- We understand our Teachers and Chaperones are required to remain with assigned students at all times in the Museum.
- We understand inappropriate behavior and/or damage to Museum's property is not tolerated and will be reported to the school principal. Offenders will be escorted to Concierge Desk and Lead Teacher notified immediately.
- We understand our buses may only drop-off and pick-up in front of the Museum on Gendy Street. We understand **there is NO FREE PARKING available at the Museum** and we are responsible for paying any parking lot fees our buses may incur.
- We understand to cancel or modify existing reservation we must contact the Museum at least 24 hours in advance.
- We understand the **Scavenger Hunts are self-guided, complimentary, and must be requested in advance.** The Lead scavenger hunts and instruction manual will be given to the Lead Teacher at check-in. We understand our teachers and chaperones are responsible for leading their assigned students during scavenger hunt.

We have read and agree to the above Guidelines.

School Principal

Date

Lead Teacher

Date