



MAKE THE MOST OF YOUR VISIT!

To reserve a field trip: Please contact the Curator of Education *at least* three weeks prior to when you wish to visit. Field trips are booked on a first come, first serve basis.

Jenette Purdy, Curator of Education
435-649-7457 ext. 5102
education@parkcityhistory.org

Chaperone requirement: One adult chaperone is required for every 10 students. These chaperones get in free.

To provide the best experience for your group, we ask you to follow these **RULES**:

- We welcome students to look through the **Museum Store** if interested, and are welcome to purchase items if they are able. However, we ask that students do this **AFTER** the tour is complete. Teachers and adult chaperones are still responsible for students in the store.
- The public **restroom** is outside the Museum doors to the south (uphill). An adult must accompany any student using the restroom. Please ensure that students have used the restroom and had refreshments before they visit the Museum (if necessary).
- **Food, drinks, and gum** are NOT allowed in the Museum.
- **Cell phone and MP3** use by students, teachers, and chaperones is NOT permitted while a tour is in session.
- Remind students of our **Museum Manners**: No running, keep voices down (no yelling or shouting), be mindful of other Museum visitors, and treat the artifacts and exhibits with care.
- If possible, keep **backpacks, bulky coats, and other items** on the bus.
- **Arriving Late/Cancellation Policy:**
 - Please contact the Museum as soon as possible if you need to cancel your field trip or if you will be late.
 - **If your group arrives more than 20 minutes late without notification, your tour may be cancelled.**

PHOTOGRAPHY RELEASE STATEMENT:

During your visit, staff may take pictures of your group on a tour for use in our advertising, marketing, or training/educational materials. **By confirming a tour, you give permission to the Park City Museum to use these photographs.** Please notify Jenette Purdy before the tour if this will be a problem.

PLEASE INFORM EACH ADULT CHAPERONE OF HIS/HER RESPONSIBILITY
See below. Please copy and distribute to each adult/chaperone attending field trip.



CHAPERONE GUIDELINES

- Stay with your group. Your help will be needed to help students move from different areas of the Museum. Please help ensure students are listening to the tour guide and participating in the activities.
- Help students pay attention and stay focused with kind but firm words. Side chatter, whether by adults or students, is distracting to all learners.
- Sit by a disruptive child or briefly remove that child from the group, if necessary.
- All students must be accompanied by an adult if they need to leave the group for any reason, such as using the restroom.
- Cell phone use is prohibited during the tour by students, teachers, and chaperones.
- Museum tour guides may ask for your help with simple tasks, such as helping organize students or passing out papers.
- Remind students of Museum Manners, if needed: No running, keep voices down (no yelling or shouting), be mindful of other Museum visitors, and treat the artifacts and exhibits with care.