

## School group | tour booking form

Please type into form fields  
or print clearly.

### School/organization

School/organization name

Address

City/county

State

Zip

Contact person

Telephone (office/home)

Cell

Email

### Tour information

Tour date, first choice

Tour date, second choice

Tour time, first choice

Tour time, second choice

#### Parking needs

Cars, \_\_\_\_\_ number and \_\_\_\_\_ size.  Buses, \_\_\_\_\_ number.

*Satellite parking is available for large buses. Nearby parking garage is available for cars or small vans; requested number of parking passes will be sent to you.*

Grade level/age of students \_\_\_\_\_ .

Total number of students \_\_\_\_\_ 45 maximum, 6 minimum.

Total number of teachers/chaperones \_\_\_\_\_ . *One adult is required per every 15 students.*

Additional information/participant needs:

- Please notify tour coordinator before tour date if you have special needs. One able-bodied person is required to assist each participant using a wheelchair.
- Please arrive promptly; groups arriving late will have time deducted from the tour. For any delays, please notify the Museum's front desk at 434.243.5584.
- Changes to your confirmation must be made at least 48 hours prior to your tour. Please contact the Tour Coordinator at 434.882.2418.

### Office use only

- Google Schedule
- BME
- Confirmation/Map/Parking Passes
- Security Notification