

FIELD TRIP GUIDELINES

The guidelines below are intended to help you plan your field trip to The High Desert Museum. For more information about our facility, visit the main Museum website, www.highdesertmuseum.org



- Changes or Cancellations:** If you must change the date of your visit, please contact the Museum immediately at 541.382.4754 ext. 329, so we can reschedule. Changes or cancellations made after your original confirmation are subject to a \$20 administrative fee. Cancellations made less than 14 days before your scheduled trip, or no shows, are subject to the above fee, plus 20% of the program or festival fees (if applicable.)
- Weather Considerations:** In case of inclement weather, check your local news sources. Our policy is that as long as the public schools in your district are operating on schedule, we will expect you to arrive for your scheduled trip (the Museum is never closed due to inclement weather). If your public schools are delayed or cancelled, we will call you to reschedule your trip for the next available date. No-shows or cancellations which do not meet the above requirements are subject to the fees listed in item 1 above.
- Museum Arrival/Departure:** We request that you unload and load in the area in front of the main entrance, then park in either the bus parking area or visitor parking area.
- Check-in:** Please have your group assemble outside the Museum's front doors while the group leader pays the fee at the admission desk.
- Admissions:** The admission fee (plus any other fees) must be paid collectively rather than individually.
- Nametags:** All members of your group must wear a nametag that lists their name and the name of your group. If you don't provide them, we require that you purchase them at the Admissions desk (\$5.00 fee plus \$.05 per nametag.)
- Chaperones:** One chaperone for every five students is required. All students must be in the company of a chaperone throughout the visit. Your chaperones will be responsible for discipline.
- Museum Grounds:** Since many of the exhibits are outdoors, please remind students and chaperones to dress appropriately. Please keep students on the paths (the vegetation is hand planted).
- Lunch Facilities:** If you would like to rent a classroom (\$20 per hour) for lunch, you may email edu@highdesertmuseum.org to check availability. There are nine picnic tables located in the parking area at no charge. This is the only outdoor eating area available. No food or drinks are allowed on the Museum grounds or inside the main Museum. Lunches must be stored on buses or in cars. There are no food storage areas available in the Museum. Please bring your own trash bags to carry trash off Museum grounds with you, as we do not have facilities to accommodate all school lunch waste.

School Group Admission Fees

- **Students:** \$4.50 (all ages) – **minimum 10**
- **Teachers:** free
- **Chaperones:** one for every 5 students (required) admitted free
- **Additional adults:** \$8.50 each
- **Exception:** Fees for Festival Events such as 'Frontier Days' are \$5.50/student, and all teachers and chaperones are admitted free.
- **No Museum memberships, passes, coupons, or discounts are allowed for school/youth programs.**
- Fees for school/youth programs such as Discovery Tours, etc. are **in addition** to the school/youth group admission fees.
- Groups which do not meet the 10 student minimum **will be charged a flat fee of \$45** for student/youth admissions.

