



Large Group Rules for Self-Guided Tours

Thank you for scheduling a Self-Guided Tour at the Museum of Aviation. (Please consider the Guided Field Trip option for groups of 100 or less. Guided Tours are a meaningful way to learn about the exhibits and cost only \$5.00 per person.) Please note the following important requirements to help you plan a successful self-guided trip. The form on the second page must be returned prior to your visit.

Museum of Aviation Requirements:

- **Groups must be limited to a total of 200 Maximum at one time.** The total of 200 includes teachers and chaperones. Only 50 people are allowed in each of the four buildings at one time.
- For Groups of 101 students or more, there is a \$50 Large Group Hosting Fee and should be paid by phone when the trip is scheduled.
- Groups of 200 students or more need to be prepared to split their buses in two arrival times, two hours apart or schedule the visit on two separate days.
- Please schedule with cjames@museumofaviation.org with the date and time of arrival and if your visit will include lunch. Food is not allowed in the buildings and must be enjoyed outside.
- Please watch the **Welcome Video** on the "Plan Your Visit" tab on the website.
- Complete the form on the second page of this document and return to cjames@museumofaviation.org. Be sure the person initialing the document will be attending the field trip.

Teacher/Chaperone Responsibilities Include:

- No more than 50 students at a time into one building. Split your group among the open buildings.
- The Museum of Aviation requires one chaperone for every 10 students.
- Chaperones must not allow more than 25 students to go into the Gift Shop at a time.
- Chaperones must always stay with their group of students, regardless of the age of student, including while they are in Gift Shop.

Freedom Park Picnic Area:

- If you wish to bring your lunch, you may visit the Freedom Park picnic area located near the entrance of the Museum. Pavilions are available on a first-come first-serve basis. Groups using the pavilions are responsible for removal of all trash. You will be required to furnish your own trash bags and place all filled trash bags in the adjacent dumpster before departure.

The Gift Shop:

- Please visit the Gift Shop for snacks and take home the perfect memory of your visit to the Museum of Aviation. The Gift Shop is located on the first floor of the Eagle Building. The Gift Shop sells everything from small souvenirs to apparel, books, stuffed animals and toys. Please help students understand that the price tag does not include the tax that will be added at the register.

Behavior Contract to Review with Teachers, Students, Chaperones and Parents (Please review this contract with all participants before the trip and the morning of the trip.)

- Students must stay with their adult chaperone at all times.
- Before entering a building, students should understand that running, yelling and throwing items are not allowed.
- Students understand that other people will be visiting the Museum of Aviation and must be polite and respectful to other visitors.
- No chewing gum; no food or soft drinks open inside the buildings. You may purchase food or drinks from the Gift Shop, but please take it outside to eat and drink. Water bottles with caps are allowed.
- Students understand they are to use the stairs located while in the Eagle Building and the Century of Flight Building. The elevator is reserved for the elderly, mobility impaired visitors and small families.
- Students understand that due to the historical significance of the exhibits and artifacts, visitors are asked not to touch or climb on any exhibits and artifacts.
- The Gift Shop and exhibit areas are under video surveillance and security guards monitor the property.

Please initial this box with understanding and agreement of the following statement:

“I have read this two-page document of rules, will share the information with other chaperones attending on the date of the field trip, and our organization/school accepts responsibility for our students’ behavior during our visit to the Museum of Aviation. I have also watched the *Welcome Video* on the “*Plan Your Visit*” tab of the museum’s website.” (www.museumofaviation.org)

Please fill out this form and return to cjames@museumofaviation.org prior to your scheduled visit. Please call 478-926-5558 with questions and/or payment.

Number of people in Self-Guided Group (\$50 Fee for groups over 100 and not to exceed 200)

Name of Group Organizer, Phone Number and Title with Travel Company or Group Name

Name of Lead Chaperone attending the day of the field trip to the Museum of Aviation

Lead Chaperone Phone Number for use on the day of the field trip

Name of the Organization/School and County. Please list grade levels if this is a student group.

Field Trip Date and Time of Arrival and Departure

Please enjoy your visit to the Museum of Aviation in Warner Robins, Georgia!