

## GROUP GUIDELINES & FIELD TRIP REQUEST



This form must be signed, dated, and submitted before the Museum will book a field trip and take payment. All field trips must be paid for in advance at the time of booking. Upon receiving this form, a museum employee will contact you to book your visit!

**\*To expedite the information and booking process, please read, sign and submit this form before calling.**

CALL: (503)471-9911 FAX: 503-223-6600 EMAIL: scheduler@portlandcm.org

GROUP INFORMATION	
Name of Group	
Name of Coordinator	
Street Address	
City, State, Zip	
Phone	
Email Address	

**VISIT INFORMATION – MUSEUM PLAY FIELD TRIP**  
 2-hour visits for groups of 10 or more children. Available Tuesday – Friday Mornings.

PARTICIPANT DETAILS – 1 Adult Chaperone is required to every 5 children.		
Number of children	Age of Children	Number of Adults

### YOUR GROUP

Your group is any and all persons associated with your school or organization. This includes, but is not limited to, children, instructors, chaperons, parents, families and caregivers.

### GROUP VISIT TIME

All group visits are limited to your scheduled two hours with an additional half hour with a reserved lunch time with no exceptions to this time limit. Please arrive 15 minutes early to accommodate check-in and group greeting. If your group arrives late, you will still be departing at your scheduled time. We will try to accommodate your arrival.

### PAYMENT

The Museum only accepts one form of payment for the entire group (checks, credit cards, cash, or purchase orders.) Individual payments will not be counted as part of the group and will be subject to normal all-day admission fee. Additional discounts do not apply, including any coupons, admission vouchers or Museum memberships.

### WHY WE CHARGE FOR ALL GROUP ATTENDEES

Groups are offered accommodations and staff support beyond the scope of normal Museum memberships. No part of a group may use Museum membership toward admission during the group visit.

### CHAPERONE REQUIREMENTS

The Museum requires one adult (18+ years old) for every 5 children. Chaperones must actively supervise, keeping eyes and ears on all children for the duration of your visit. If the required numbers of chaperones fail to show on the day of your field trip, the Museum will refuse your group entry and cancelation fees will apply.

Groups of 20+: All groups larger than twenty children will follow the Museum's large group visit plan to alleviate crowding. Small groups will visit the exhibits in a staggered schedule.

**FIELD TRIP ARRIVAL:** When your field trip arrives, everyone must show up at the same time and send one representative into the box office to check-in. Upon check-in a Museum employee will come outside to greet you and bring your group in through the specified field trip entrance. We no longer all group check-in or partial groups through the front entrance, unless specified by a Museum employee upon your arrival.

**NAMETAGS:** For safety reasons, each student is required to wear a nametag or t-shirt with your group name.

**LUNCHES:**

Groups may not eat in the Museum lobby or use the café seating. Lunchrooms are available for groups and may be reserved for an additional fee. Space is limited, and advance reservations are required. Wristbands will be given upon check-in. Only group members with wristbands will be allowed into the lunch rooms. All other personal items should remain in your buses or vehicles.

**BUS PARKING**

Buses should only drop off and pick up the groups. There is no bus parking available at Washington Park. Bus drivers may not be group chaperones. [Please click here to find more information on bus parking.](#)

**ADDITIONAL**

The Maker Studio and special performance spaces will not be available for use or attending, unless authorized by Museum Staff on the day of your visit.

**CHANGES TO YOUR RESERVATION**

If your numbers change after your reservation has been made, please call 503-471-9911 or email [scheduler@portlandcm.org](mailto:scheduler@portlandcm.org) no later than one week before your visit. Non-confirmed guests exceeding the reservation amount will be charged the normal all-day fee.

**CANCELLATIONS**

- If you decide to cancel, you may email your cancellation notice to [scheduler@portlandcm.org](mailto:scheduler@portlandcm.org) or fax it to 503-223-6600. Payment is fully refundable if canceled 14 days before the scheduled trip.
- Field trips canceled between 14 days and 24 hours before the scheduled party will incur a minimum \$50 cancelation fee.
- Groups that do not call 24 hours prior to the field trip to cancel, or that fail to show up for the scheduled field trip, will forfeit their payment.
- Only one schedule change is allowed per group after the original booking, and it must take place a minimum of 7 days before the fieldtrip. All subsequent changes will result in a \$20 administrative fee per each charge.

**COMMITMENT STATEMENT**

I have read and fully understand all the Portland Children’s Museum group guidelines and agree to ensure all the chaperones have a copy of and understand these guidelines.

\_\_\_\_\_  
Signature of Lead Chaperone

\_\_\_\_\_  
Date

If you have any questions, please call the Event Sales Coordinator at (503)471-9911. Thank you for choosing to visit the Portland Children’s Museum, the museum that doesn’t act like a museum!