TOUR POLICIES, PROCEDURES, AND FEES

All tours are scheduled through the Arboretum by Cynthia MannellaNickell. You may contact her via email (cmm31@psu.edu) or telephone (814-867-4262). Requests may also be submitted by calling 814-867-2591 and 814-865-9118.

A fee is charged for some tours. Please see instructions in item #3 regarding submission of fees at least ten days prior to these tours.

1) Self-Guided Tours

Visitors may explore the H.O. Smith Botanic Gardens at their convenience from dawn until dusk every day. Brochures containing garden maps are available on site.

2) Staff- or Docent-Guided Tours for University Affiliates (Free)

Guided tours are available by reservation for groups affiliated with Penn State’s programs. Examples include University classes, Penn State Alumni Association groups, University conference groups for whom visits have been pre-arranged by conference organizers, daycare groups from the Child Care Center, etc.

These tours are available on a limited basis, subject to the availability of staff or volunteers. Groups must reserve a tour guide at least two weeks prior to their visit. Reservations are taken on a first-come basis. A maximum of 30 and minimum of 8 people are required. If a group needs to cancel or reschedule a guided tour, the organizer should notify the Arboretum as soon as possible, preferably at least 48 hours before the tour.

3) Staff- or Docent-Guided Tours (Fee-based)

Tours are also available by appointment for a fee of $45 for groups of up to 30 individuals. Tours can be provided for larger groups at a fee of $45 for each increment of 30 persons. Fees are used to support core functions of the Arboretum.

Reservations must be made at least three weeks in advance and the nonrefundable fee must be received no less than ten days before the tour. Once a fee has been determined for the size of the group and the tour has been confirmed by the Arboretum’s fiscal assistant, please make a check payable to The Arboretum at Penn State and mail the check to the following address:

The Arboretum at Penn State
Attention: Cynthia MannellaNickell
Fiscal Assistant
4) Self-Guided School Groups and Child-Related Organizations (Free)

**Reservations are required for visits by school groups** (including home school groups) and **child-related organizations**, such as daycare groups and scouting groups. At least one adult is needed for every five pre-school children, and one for every ten students or youth who are in kindergarten through middle school. Teachers or group chaperones are responsible for supervising children who visit the Arboretum and ensuring that visitation rules are not violated. These rules are posted at the entrances to the gardens and contained on the last page of this policy.

The Arboretum will not provide a staff person or docent to support these visits. However, a tour guide can be provided on a fee basis as described under #3 above.

Teachers are encouraged to make a visit in advance to become familiar with the layout and plantings in the botanic gardens.

**PARKING**

There is limited parking in the Arboretum’s lot. Visitors must park large vehicles such as motor coaches or school buses at the Porter North parking lot on Porter Road near Beaver Stadium. A map showing this lot is available at [http://old.geog.psu.edu/gouldcenter/visGuide_map.pdf](http://old.geog.psu.edu/gouldcenter/visGuide_map.pdf)
In order to keep the ground healthy, beautiful, and pleasant for everyone, please observe the following regulations unless activities are authorized as part of an organized and scheduled event.

THE FOLLOWING ARE PROHIBITED:

- Pets, except for service animals
- Bicycles, scooters, skateboards, roller blades (and similar devices)
- Blankets and folding chairs
- Running, climbing, throwing, and similar play that could cause damage to plant materials, lights, etc.
- Wading in water features and fountains
- Picking or destroying plant material and labels
- Food or beverages in locations other than the Overlook Pavilion (as part of an organized and scheduled event)
- Commercial photography

Please dispose of chewing gum, cigarette butts (extinguished), and other waste in trash receptacles.

Please respect other visitors by refraining from the use of cell phones, audio devices, and musical instruments.

Please do not walk in mulched or planted garden beds.

THANK YOU FOR YOUR COOPERATION AND ENJOY YOUR VISIT!

OPEN DAILY FROM DAWN UNTIL DUSK

1 The Arboretum has a written policy that addresses the subject of commercial photography in detail. Please visit www.arboretum.psu.edu to review limitations and protocols.