

TOUR/GROUP POLICIES, PROCEDURES AND FEES

All tours and group visits are scheduled through the Arboretum by the volunteer coordinator, Kelly Oleynik. You may contact her via email (keo5114@psu.edu) or telephone (814-867-2591). A fee is charged for some tours. Please see instructions in item #3 (below) 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. We ask that organized groups please contact the coordinator (see above) if they are intending to visit without an Arboretum host. This will help minimize conflicts and assure you and others of a pleasant experience.

2) STAFF OR DOCENT-GUIDED TOURS FOR UNIVERSITY AFFILIATES (FREE)

Guided tours are available by reservation for University-affiliated groups.

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 minimum of 8 people is required for a group tour, and groups larger than 20 will be divided between two or more guides. 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 of approximately 60 minutes are also available by appointment for a fee of \$60 for groups of up to 20 individuals. Tours can be provided for larger groups at a fee of \$60 for each increment of 20 persons. Fees are used to support the volunteer program of the Arboretum.

Persons under the age of 18 must be accompanied by a parent or guardian who will provide appropriate supervision. See item #4 below for additional requirements for groups containing minors.

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 volunteer coordinator, 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: Kelly E. Oleynik
The Pennsylvania State University
320 Forest Resources Building
University Park PA 16802-3604

4) SPECIAL REQUIREMENTS FOR SCHOOL GROUPS AND CHILD-RELATED ORGANIZATIONS

Reservations are required for visits by school groups (including home school groups) and child-related organizations (e.g., daycare, scouting groups, and summer camps). At least one teacher or chaperone is required for every five pre-school children, every ten children who are in kindergarten through middle school, and every twenty youths who are of high school age. Teachers or group chaperones are responsible for supervising minors who visit the Arboretum, ensuring their safety and compliance with visitation rules. In the event of an emergency, it is expected that groups will execute their prescribed internal policies concerning safety, medical and special needs. All visitation rules are posted at the entrances to the gardens and contained on the last page of this policy (see downloadable PDF below).

The Arboretum will not provide a staff person or docent to support these visits.

Teachers are encouraged to make a visit in advance to become familiar with the layout and plantings in the botanic gardens. This is especially recommended for groups planning visits to Childhood's Gate Children's Garden.

Groups visiting the Arboretum are welcome to participate in activities taking place in the children's garden. Please see our website for information.

5) POLICY ACCEPTANCE

School groups and child-related organizations are required to indicate their acceptance to the policy terms noted above by executing the Statement of Acceptance (6) and returning via email to:

keo5114@psu.edu

6) STATEMENT OF ACCEPTANCE

Please provide the information requested on the following page, save this document, and send it as an email attachment to the email address above.

We have read and accept the tour conditions for school groups and child-related organizations and will abide by the garden rules posted at the entrances.

(Please print.)

Date: _____

Name of School Group or Child-Related Organization:

Your Name: _____
Print full name.

Address _____

City/State/Zip Code _____

Phone Number _____

Email Address: _____

7) 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 here: http://arboretum.psu.edu/wp-content/uploads/2014/04/visGuide_map.pdf