

GROUP VISIT POLICY

Group visits are scheduled through our coordinator, Kelly Oleynik. Group visits are scheduled for **Tuesdays, Wednesdays, and Thursdays**.

Please complete and submit the [Group Visitor Inquiry Form](#) on line to schedule your group visit.

1) SELF-GUIDED TOURS FOR SCHOOL GROUPS

At this time, the Arboretum does not provide guided tours or programs for school groups; however, these groups are welcome to take self-guided tours of the gardens. Brochures containing garden maps are available on site. Teachers are encouraged to visit the Arboretum prior to the field trip to gain inspiration if the visit will be tied to a curriculum.

2) 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). Reservations are required at least two weeks in advance of desired date and subject to availability. It is recommended that you have at least one alternate date and time for consideration if your desired date and time is booked. 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 and for 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, and medical and special needs. All visitation rules are posted at the entrances to the gardens and on our website at <https://arboretum.psu.edu/visit/arboretum-visitors-policies-and-rules/>.

Groups visiting the Arboretum are welcome to participate in activities taking place in the children's garden. Please see our website ([Events Calendar](#)) for additional information.

3) POLICY ACCEPTANCE

School groups and child-related organizations are asked to indicate their acceptance to the policy terms noted above by executing the Statement of Acceptance (below in #4) and returning via email to:

keo5114@psu.edu

4) STATEMENT OF ACCEPTANCE

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.

Your name and contact information:

Name of the school group or child-related organization:

5) PARKING

Buses are not permitted to park in the Arboretum lot. All school buses or motor coaches must drop off passengers at the Arboretum. Bus parking is available in the Porter North lot on Porter Road near Beaver Stadium. A map showing this lot is available here:

<https://arboretum.psu.edu/wp-content/uploads/2019/02/Arboretum-Bus-Dropoff-to-Porter-North-Parking-Lot.pdf>

You may contact Kelly via email (keo5114@psu.edu) or telephone (814-867-2591).

kk

03/04/2019