

Field Trip Admission Chart and Payment Policies for Pre-Registered School Groups

|   | <b>Basic Admission</b> | <b>Basic Admission + Underground Adventure</b> | <b>Basic Admission + 1 Temporary Exhibition</b> | <b>Basic Admission + 2 Temporary Exhibitions</b> | <b>Basic Admission + 1 Temporary Exhibition + Underground Adventure</b> | <b>Basic Admission + 2 Temporary Exhibitions + Underground Adventure</b> |
|---|------------------------|--|---|--|---|--|
| <b>Students from pre-registered Chicago schools (CPS, private, parochial)</b>   | FREE                   | FREE   | FREE  | FREE   | FREE  | FREE   |
| <b>IL students from pre-registered schools outside of Chicago</b>   | FREE                   | FREE   | \$4.50  | \$9  | \$4.50  | \$9  |
| <b>Students from pre-registered schools outside Illinois</b><br>Rates are available for professional tour operators. Call 312.665.7300. | \$10.75                | \$18   | \$18  | \$23.50  | \$23.50   | \$28   |
| <b>All Teachers/Chaperones meeting Required Chaperone Ratio* and Bus Drivers (on day of trip)</b>                                       | FREE                   | FREE   | FREE  | FREE   | FREE  | FREE   |
| <b>All Teachers/Chaperones in excess of Required Chaperone Ratio*</b>   | \$13.50                | \$20.75  | \$20.75   | \$26   | \$26  | \$30.50  |

**\*Required Chaperone Ratio:**

- Minimum of 1 adult chaperone for every 5 students OR maximum of 1 adult for every 3 students in grades pre-K–2; and 1 chaperone for every 10 students in grades 3–12.
- Please note that adults in excess of the ratio who do not pre-register will not be eligible for the discounted group rate and will be subject to FULL admission costs upon arrival.
- **Students must be kept under adult supervision while they are in the Museum.** Failure to abide by the required chaperone ratio above and/or failure to adequately supervise the individuals within your group may result the group being asked to leave the Museum.

### Payment Policies:

- Pre-registration is required for all teachers, chaperones and students.
- Payment in full is due 30 days in advance of your visit, or with your registration form if your visit is less than 30 days away.
- Reservations are not accepted less than 14 days prior to visit.
- Teachers and chaperones that have not pre-registered will not be eligible for the discounted group rate and will be subject to the full retail admission costs upon arrival (available at [www.fieldmuseum.org](http://www.fieldmuseum.org)).
- **Teachers receive free general admission only when they visit the Museum as individuals.** During field trips teachers are considered chaperones. Please call (312) 665-7500 if your chaperone numbers have changed prior to your visit.
- Prices and payment policies subject to change at any time.
- Free and discounted group tickets to temporary exhibitions for qualified groups are limited and fulfilled on a first-come, first-served basis.
- Remit payment to: The Field Museum, 1400 S. Lake Shore Dr., Chicago, IL 60605, Attn: Reservations Office.

### Reductions to Your Reservation or Field Trip Cancellations:

- Reductions in your group numbers and cancellations need to be made 14 days prior to the scheduled visit in order to receive a refund.
- Groups who arrive at the Museum with fewer people than were paid for at the time of the reservation will not receive a refund.
- To change your date or cancel your trip, please e-mail us at [fieldtrip@fieldmuseum.org](mailto:fieldtrip@fieldmuseum.org) or fax requests to (312) 665-7501.

### Lunchroom Policies:

- Lunchroom space at the Siragusa Center is limited to groups with reservations, whether you bring your own lunches or order lunch from McDonald's. Check for a special attachment to your confirmation materials for your scheduled lunchtime and any applicable fees. When lunch space is not available on the date(s) you requested, no scheduled time will be listed on your confirmation materials. If you have reserved the Siragusa Center, Museum staff will collect your lunches and coats when you arrive at the Museum. Please arrive at Siragusa five minutes prior to your scheduled lunch time. Backpacks cannot be stored due to space limitations and will not be considered "lunch bags."
- A \$65 fee per group for use of the Siragusa Center (for eating and/or storing coats and lunches) applies to schools and organizations outside of Chicago. Chicago schools and Chicago non-profit youth based organizations can use the facility for free with pre-registration. Fee-based student classes during field trip hours include complimentary lunch space in a classroom.
- For those groups ordering from McDonald's, you may eat in the McDonald's restaurant for no charge, subject to availability. Please complete the McDonald's registration and order form contained in your confirmation kit. No outside food is allowed.
- Free lunch seating is also available at the Sea Mammals area (ground level) and on the patio. This limited space is first-come, first served. Please bring lunches in backpacks if choosing this option. Lunches will not be held in the Siragusa Center.

### Bus drop-offs

- Buses should drop students off at the barrier-free East Entrance. Buses can access the East Entrance by traveling north on Museum Campus Drive past McFetridge Drive. Follow Museum Campus Drive to your right toward the Adler Planetarium. Turn left at the first stop sign, and turn left again to head back west toward the Museum. Turn right into the East Entrance drop off area. Buses should exit the turnaround at the south exit of the East Entrance parking lot. **Buses cannot stage pickups or drop-offs on Solidarity Drive or on the south side of the Museum.** For driving directions, visit [www.fieldmuseum.org/plan\\_visit/parking.htm](http://www.fieldmuseum.org/plan_visit/parking.htm).

### Special temporary exhibitions

- Space for special temporary exhibitions is limited and requests are filled on a first-come, first-served basis. If you registered for a specially ticketed exhibition, and space was available, a notation is available on your confirmation letter and will indicate your group's entry time. If space is not available on the date of your field trip, no entry time will be indicated. Your group may enter the exhibition anytime within 30 minutes after the time identified on your confirmation letter. Complimentary and discounted group tickets to temporary exhibitions are limited and orders are fulfilled on a first-come, first-served basis.

### Souvenirs

- Students are welcome in all of the Museum's stores, as long as they are accompanied by the required ratio of adults. Stores are located on the ground level, main level, and upper level.

### Field trip activities

- With 19.5 acres of exhibitions, The Field Museum has many more treasures than anyone can see in one day. To give your students enough time to explore a topic in-depth, we recommend that you focus your field trip with no more than one to two exhibitions. Develop a theme for the day. Use the museum website resources to plan classroom activities for pre, during, and post field trip lessons. The Harris Educational Loan Center offers a variety of hands-on materials to help integrate your field trip into your classroom lesson plans. Online exhibition guides and activities are available on our Web site. Professional development workshops and student classes taught by Museum educators are also available and can be found at [www.fieldmuseum.org/education](http://www.fieldmuseum.org/education).
- We encourage teachers to come to the Museum with planned activities related to the exhibitions. We ask that you help us protect our priceless treasures by not allowing gum, candy, food, or drink in the exhibition halls. If your group is drawing or taking notes in the exhibition halls, please remind students not to use exhibits or exhibit cases as a writing surface. Photographs are generally permitted except in temporary exhibitions.

### Student classes and guided exhibition tours

- Please meet all workshop leaders and guides five minutes prior to your scheduled program at the locations indicated with your confirmation. If your group is running late, please send a representative to let the guide know that the group is on its way. If you need to cancel a tour, please email [fieldtrip@fieldmuseum.org](mailto:fieldtrip@fieldmuseum.org) or fax 312-665-7501 at least a week prior to your visit.

*Revised August 4, 2009*