



# maryland

historical society

## Before Your Visit

- Please review your tour confirmation information and update museum staff with any significant changes or alterations.
- Review Museum Guidelines with both students and chaperones to ensure an enjoyable experience for all.
- Remind students to bring bag lunches with them for lunch; **there is nowhere to buy food in the museum**. There is a 30 minute break built into the program for you to use as a lunch break. Please let us know if you do not plan to bring lunch.
- We require a **minimum adult to student ratio of 1:10**. Additional adults may accompany you, but must pay the program fee. However, we recommend that **the maximum number of adults to students not exceed 1:5**.
- Please notify museum staff if you are not able to pay prior to your visit, and are instead paying upon arrival.

## Arrival Information

- The **School Tour Entrance** to the museum is located at **201 W. Monument St.** School groups will be greeted by staff at the gate.
- Plan enough travel time so your group can **arrive 15 minutes before** the start of your tour to organize the students into assigned groups. If you have a long drive, plan extra time for a restroom break when you arrive at the museum.
- Please make sure to have students **in small assigned groups before they enter the MdHS**. Note: Your invoice includes the number of groups to divide your students.
- Have students wear **nametags** so their museum teachers can call them by name.

## Museum Guidelines

- The tour will last two and a half hours, during which time the group will visit several areas of the museum and eat lunch.
- Students are expected to follow regular classroom rules, such as using indoor voices, using respectful behavior, and no running, when in the museum. The museum teachers will use an inquiry method, and will encourage active participation from the students.
- Food, drinks, and gum are prohibited in the exhibits.
- Guests must please keep a safe distance between themselves and the objects. This helps to avoid accidentally touching or bumping artifacts.
- Only pencils are permitted for writing and drawing the in the exhibits.
- Large purses and backpacks are not permitted in the exhibits and must be left in the student lunchroom or at the museum's front desk.
- Absolutely **NO** cell phones or tablets are to be used while a tour is in session! This goes for teachers, parents, and students. If you need to use your phone please excuse yourself from the group.
- Please clean up after yourself when eating in the lunchroom.
- **Chaperones are expected to help** keep their group together when moving through the museum, monitor student behavior, help facilitate tour activities, and accompany students when using the restroom.
- The Maryland Historical Society museum encompasses three floors of exhibitions, and it is impossible to explore the whole museum in one visit. We encourage students to return with their families to view other exhibitions that are not covered on the tour.

## Late Arrival and Field Trip Cancellation Policy

- Groups that arrive late will receive a condensed tour.
- **To cancel**, you must contact the Maryland Historical Society at least 72 hours, or three working days, before the scheduled program. Please e-mail, EducationPrograms@mdhs.org AND call 410-685-3750 x334.
- Schools that **fail to cancel within the permitted window** will receive a bill for **20% of the total program cost**.
- In the event of a school delay or cancellation due to inclement weather, your school will not be charged a cancellation penalty fee. Note: delays often mean field trips are cancelled.

## Parking and Directions

- The **School Tour Entrance** to the museum is located at **201 W. Monument St.** School groups will be greeted by staff at the gate.
- Buses may park **FREE** on Monument Street in front of the **School Tour Entrance.**
- Parking for those arriving by car is available in the Monument Street **FREE** visitor lot. There is an entrance into the museum from the parking lot.
- **From I-95**
  - Exit 53 (I-395) to Martin Luther King Boulevard. Right on Druid Hill Avenue. Left at 3<sup>rd</sup> light onto Eutaw Street. Turn right at first corner onto Monument St. Cross Howard St. and pull up in front of the MdHS to drop off passengers.
- **From Downtown Baltimore/Inner Harbor**
  - Go north on Charles Street, staying in the left lane. Turn left on Franklin Street. Turn right on Eutaw St. Turn right at the second corner onto Monument St. Cross Howard St. and pull up in front of the MdHS to drop off passengers.
- **From I-83 (Jones Falls Expressway)**
  - Take exit 5, Maryland Avenue. Follow Maryland Avenue south until it becomes Cathedral St. Turn right on Madison St., turn left at the 3<sup>rd</sup> light onto Eutaw St. Turn left at the first corner onto Monument St. Cross Howard St. and pull up in front of the MdHS to drop off passengers.