



Teacher Agreement & Reservation for Class Visits

Clark County Historical Museum welcomes student visitors and will make every effort to help teachers as they work with their classes. To ensure that each visiting group has the greatest possible opportunity to learn, please keep the following in mind:

- There is limited space and resources, so please **reserve space for your class at least two weeks before your visit**. Museum staff is not available to support class visits without a reservation.
- The museum is open 11 a.m. to 4 p.m. Tuesday through Saturday. *The museum can be opened up to two hours early with at least two weeks advanced reservation at an extra cost of \$50.00 (paid in advance, non-refundable).*
- The space and staff can only accommodate a **maximum of 35 children with an age-appropriate adult ratio**.
- An admittance fee of \$2/participant is charged when a visiting class has a reservation. *An admittance fee of \$5/participant is charged when a reservation has not been made. Additional requests, including private presentations or off-site tours, may incur additional fees.*
 - **NOTE:** It may not be possible for classes without a reservation to enter the museum. Payment for admission is due upon arrival unless prior arrangements have been made. If you plan to process a purchase order for payment of admission fees, please contact the Visitor Services Coordinator for an invoice at least two weeks in advance.
- The teacher or group leader is solely responsible for all children during their time in the museum and on the grounds.
- The teacher provides the learning plan including goals and objectives, organizes the group before and during the visit, and assesses learning success. Museum staff will support the learning plan with an advanced reservation of at least two weeks.
- Children are to be fully engaged in appropriate learning activities at all times and supervised by the teacher or chaperones.
- Because the museum has limited space and facilities (which are shared with other non-school visitors), behavior and concern for safety is held to an even higher standard than in a regular classroom.
- No food, drinks, or gum; we have no facilities available for lunches to be eaten. Backpacks are not allowed in the museum exhibit area or libraries.
- The museum reserves the right, at the sole discretion of museum staff, to ask anyone who is not meeting the high standards of behavior and safety to leave the facilities immediately. Teachers should be prepared to deal with this potential by providing appropriate supervision outside the museum.
- With sufficient planning time and availability of resources, museum personnel are happy to work with teachers or group leaders to develop and present appropriate learning activities, including interpretive tours.



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Please complete this form and email it to outreach@cchmuseum.org.

Requested visit date/start-end time (*first choice*): _____

Requested visit date/start-end time (*second choice*): _____

Number of students: _____

Number of teachers/chaperones: _____

I (print name) _____ have read and understand the foregoing statement, and am competent to execute this agreement.

Signature of Teacher/Leader: _____

District and School or Organization: _____

Phone: _____

Email: _____

Principal's or Supervisor's Name: _____