HOUSTON MUSEUM *of* NATURAL SCIENCE

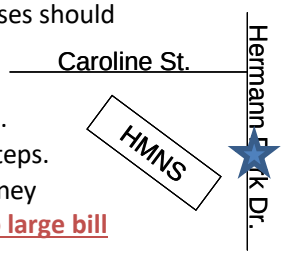
Required Teacher Admission Sheet

The following form MUST be brought completed with payment to the school check-in podium upon your arrival. If you have any questions or concerns, please call the field trip line at 713-639-4659.

School Information:	**Final Numbers:**
School Name: _____	Students: _____
Order Number: _____	Adults (Chaperones/Teachers): _____
Date of Field Trip: _____	Total: _____
Onsite Emergency Contact Name: _____	Onsite Emergency Contact Phone: (____)____-_____

Bus Unloading and Check In:

Please arrive at least 15-20 minutes prior to your first timed entry. If students need to be divided into groups, this should be done before arrival.



- Buses will unload on Hermann Park Drive near the **"Bus Unloading Zone"** sign. Buses should **NOT** unload on Caroline Street. (Bus Loading Zone Location)
- All lunches and backpacks must be left on the bus. Arrangements for lunch and pick up plans should be made with your bus driver prior to arriving at the Museum.
- Unload students and line them up at the "**Teacher Reporting Point**" by the front steps.
- Students and chaperones (including teachers and parents) should be counted. Money should be collected prior to arriving. **All cash payments *must* be consolidated into large bill before arrival. All adults participating on the trip are *required* to pay.**
- The group must have, or pay for, 10 or more students to receive the Field Trip Rate. Bus drivers wishing to participate in the Field Trip will be charged the Group Rate instead unless they are included in the original chaperone count. If they are included, they will receive the Field Trip Rate.
- The lead teacher for the field trip should bring this completed form and payment to the "**School Greeter Booth**" inside the main entrance before their group is allowed to enter the Museum.

Chaperone Information:

- School must provide a minimum of 1 chaperone for every 10 students, which must be reflected on your invoice.
- Chaperones must be at least 21 years of age and remain with students at all times.
- Students of all ages are **required** to stay with their chaperone at all times – if they do not, you may be asked to leave the museum without a refund.
- All teachers and chaperones included in the official count will pay the Field Trip rate. Adults **not** included in the count will need to purchase their tickets at the full rate, **if available**, upon arrival.
- **The lead teacher must inform all chaperones of the venue and entry times for your reservation**. Museum personnel are not allowed to give out this information for the safety of the students.
- Chaperones parking in the Museum Garage and planning to pay at the box office, should inform the box office attendant they are with a school for a reduced rate.

Lead Teacher Agreement:

By signing this document, I agree the student, chaperone, and teacher amounts are correct. I also agree to ensure that all teachers, parents, and chaperones visiting The Houston Museum of Natural Science have read the above information and the Museum Etiquette guidelines (page 3). I understand that a failure to follow the outlined procedures, or adhere to museum etiquette guidelines, may result in the school group's removal from the Museum without a refund.

Lead Teacher Signature: _____