



Florence Arts & Museums

Field Trip Guidelines and Museum Manners

Directions:

Please read the following guidelines carefully before booking your field trip. Return signed forms via email, snail mail, or by turning in a hard copy at the site.

Email Address: apeeple@florencial.org, connect@florencialmuseums.com Feel free to reach out to us with any questions.

Contact us:

Ana Peeples, Museum Educator/Educational Outreach Specialist: (256) 760-6379, apeeple@florencial.org

Front Desk at the Kennedy-Douglass Center, (256) 760-6379, connect@florencialmuseums.com

Mailing Address:

217 E Tuscaloosa St.
Florence, AL 35630

Field Trip Guidelines

- Please verify field trip plans with the museum at least 2 weeks prior to your field trip.
- Maximum group size will vary depending on the specific location. All quantities should include children ages 5-17 and adults 18 and older. See details below:
 - ❖ Kennedy-Douglass Center: 25-30 maximum
 - ❖ Florence Indian Mound & Museum: 60-75 maximum
 - ❖ Pope's Tavern: 20-40 maximum
 - ❖ The Frank Lloyd Wright Rosenbaum House: 20-30 maximum

- The total admission costs may be paid upon your arrival.
- Feel free to request an invoice.
- Cash, card, or checks are accepted for large groups.
- There is no food served or sold on site, but we would be happy to direct you to nearby restaurants.

Museum Manners- Adults, be sure to review the following with your students prior to arrival.

- Stay with your group and stay safe.
- Do not leave without asking for permission from your teacher, chaperone, or a museum professional.
- Always use walking feet, not running feet.
- Always use your inside voice.
- Only touch the exhibit items the museum staff has given permission to touch. Do not touch glass cases, just look.
- No eating or drinking in the exhibit spaces.
- Be respectful of museum staff and volunteers, as well as other visitors.

By signing below, I confirm that I have reviewed Florence Arts & Museums field trip information & acknowledgment with my group and accept responsibility for their conduct at any and all sites managed by Florence Arts & Museums. I understand that my group may be asked to leave if students or chaperones fail to comply with these expectations.

I have read and understand the guidelines above _____

Sign above



Field Trip Intake Information

Prepare for your arrival by filling out this form so we can process your group quickly.

Basic Information

First Choice Date of trip: _____ Time of trip: _____

Second Choice Date of trip: _____ Time of trip: _____

Organization/School Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Indicate the site you will be visiting:

The Kennedy Douglas Center for the Arts

The Frank Lloyd Wright Rosenbaum House

Pope's Tavern Museum

The Florence Indian Mound & Museum

Minimum Chaperones

Florence Arts & Museums requires a minimum of one chaperone for every 10 youth, ages 17 or younger.

Maximum Chaperones

Pre-K or students with exceptional needs: One chaperone per student

Grades K-12: One chaperone per four students



School Group Numbers:

In the spaces below, please provide an accurate number of students.

1. _____ Ages 4 or younger, preschool or Pre-K
2. _____ Ages 5- 10, grades K-4
3. _____ Ages 11- 14, grades 6-9
4. _____ Ages 14-18, high school
5. _____ Students with exceptional needs
6. _____ Students, ages 18 and older

Total number of students _____

Total number of teachers/chaperones _____ / _____

Admission cost

The Florence Indian Mound & Museum/Pope's Tavern Museum

Students \$2

Teachers Free

Chaperones Free

Additional adults \$5 Additional siblings Ages 7 and older \$2

The Kennedy Douglas Center

- Free
- Donations are optional.

The Frank Lloyd Wright Rosenbaum House

- Group rate \$5 per person

Signature _____ Date _____