

## San Diego Model Railroad Museum Fieldtrip Guidelines and Regulations

1. All school groups of between 20 and 50 people should reserve their visit two (2) weeks before the date of visiting the museum to ensure space availability and smooth check-in. If your group of more than 20 people including chaperones arrives without a reservation, your group may be asked to come at a different time or date. Due to capacity restrictions, we may not be able to accommodate groups of more than 50 at a time. If your group arrives of more than 50, you may be asked to schedule your group in shifts.
2. Upon arrival, please keep all students in the lobby outside the front doors until the Group Leader has checked in with a museum staff member.
3. Standard admission rates apply to all students and chaperones:
  - General Admission
    - o Adult: \$20.00
    - o Child (ages 12 and under): FREE with legal adult supervision & paid admission
    - o Senior (ages 65+): \$12.00
    - o Military (Active-Duty, Veterans, Spouses of uniform service, with military I.D.): \$12.00
    - o Student (ages 13-18, or with valid student I.D.): \$10.00

**\*Free for Residents Day** - On the first Tuesday of every month, San Diego County residents, including college students and active-duty military members, are welcome to visit us for free with valid local ID.

All adults (including teachers and chaperones) in the group must have a valid local ID (or proof of residency) to get in free, if not, expect to pay the standard admission rate. Please work with the group leader to have IDs ready when checking in.

Due to the high number of visitors on free Tuesdays, there is a limited number of reservations permitted on such days. We recommend groups reserve their reservation more than four (4) weeks in advance.

If your group of more than 20 arrives without an approved reservation, your group may be asked to come at a different time or date.

4. We ask that there is a ratio of one (1) chaperone for every five (5) students; all chaperones must be at least 18 years of age.
5. During your visit, chaperones agree to directly supervise and attend to the group and to ensure their group conduct themselves in a quiet, orderly, and respectful manner.

Touching exhibits, crossing barriers, playing with chains or stanchions is not permitted. No food or drinks are permitted in the museum. Horseplay, yelling, and running are not considered acceptable in our museum. Unruly or discourteous individuals, along with their immediate group, will be asked to wait outside the museum for the remainder of time. Minors will have to be attended to by one of the chaperones. Refunds will not be issued.

6. The gift shop staff welcomes groups who are interested in making a purchase. Please remind small children to look with their eyes. There must be one (1) chaperone for every five (5) students while inside the gift shop.

By completing this form you are agreeing to the Guidelines and Regulations and have shared this with your chaperones. Further you agree to adhere to the above-mentioned regulations during our visit to the San Diego Model Railroad Museum.

