



Des Chutes Historical Museum School Group Guidelines and Reservation Information

*Thank You for choosing our Museum to visit! We hope you enjoy it!
Please note our guidelines for visiting classes and please remember to fill out and return your reservation information. We will confirm your reservation and/or answer any questions you may have via email at info@deschuteshistory.org*

ADVANCED RESERVATION: All visiting classes need to have an advanced reservation – it's easy! Just read the following guidelines and email your reservation request to info@deschuteshistory.org. Please include the reservation information requested at the end of these guidelines. We will send you a confirmation email, and on the day of your reservation we will be expecting you!

COST: We offer FREE field trips to all school groups! We do respectfully ask for a suggested \$20 donation *per class* the day of your visit if it is within your means.

SELF-GUIDED FIELD TRIPS: You can schedule your visit anytime during our regular business hours which are Tuesday-Saturday from 10:00am – 4:30pm as a self-guided class. We offer self-guided materials to use available at our admissions desk to pick up and return the day of your visit– they were created by a Bend La-Pine teacher. As a teacher we encourage you to visit the Museum ahead of time *free of charge* to plan your field trip and look over our self-guided materials. We also encourage you to visit our website before your visit.

GUIDED TOURS: We offer a guided tour for students *FRIDAYS ONLY* from January - June. This tour is approximately 1 ½ hours long and is available by reservation only. We offer 3 tours each Friday at 10:00, 12:00 and 2:00. Space is limited to one class per tour. Reservations for these tours are on a first come, first serve basis. The tour takes you through 4 exhibits and focuses specifically on an historical overview of Bend and surrounding areas and includes photographs and hands-on artifacts for student/tour guide interaction. You are welcome to enjoy the museum before or after your tour!

BEHAVIORAL/SUPERVISION EXPECTATIONS: We understand that kids are *VERY* excited to be on a field trip! We encourage their energy! Our basic expectation for students is to be respectful of our museum and exhibits. We expect them to have adequate supervision – at least 1 adult chaperon for every 5 children. We have a minimum requirement of 1 adult per 10 children. Please note this is for any students under the age of 16. Because our exhibits can get crowded, we ask that you split your group to visit various exhibits if you are a self-guided group.

OUR FACILITY:

- Please note we have a research library that is open daily to the public and is used for meetings and special presentations. *We ask that you do not take your class into the library. AS A TEACHER, YOU CAN USE THIS LIBRARY ANYTIME FREE OF CHARGE FOR CLASS PROJECTS/CURRICULUM BASED RESEARCH INCLUDING ACCESS TO ANCESTRY.COM.*
- Our exhibits can get crowded with one or two classes in them at the same time. If you are not visiting on a Friday with a scheduled tour, we ask that you split your group to visit various exhibits with their chaperons and self guided materials.
- We have no area in which to store backpacks or jackets during your visit. Please have students and chaperons be responsible for keeping their items with them.
- There is no eating allowed while inside our museum, so please plan accordingly during colder months. We do have a *VERY NICE* large lawn in front of the museum you are more than welcome to use for lunch or snacks during your visit during nicer weather months! Just remember we do not offer trash removal and expect you to take any trash away with you.
- We have a small bookstore and gift shop area. We ask that you decide as a group if you would like to shop on your visit. If so, please allow only 5 students at a time in the gift/book area.

TO MAKE A RESERVATION, PLEASE EMAIL THE FOLLOWING INFORMATION TO info@deschuteshistory.org:

- School name
- Grade level
- Total # of students
- Total # of chaperons (*must have 1 per 5 students*)
- Teacher's name
- Teacher's contact info – phone # and email
- Time of visit including: date, day and *ARRIVAL* time
- Requesting self-guided visit or a Friday tour (*please note tours are offered on Fridays, January – June. 3 tours a day are offered at 10:00, 12:00, or 2:00 and are limited to one class only. Reservations for tours will be on a first come, first serve basis. Special project based tours will be considered upon request.*)
- Focus of your visit (i.e. studying Bend History, Archaeology, etc.)
- Any questions/information request you might have
- Please let us know you have read through our guidelines

If you have any questions or concerns regarding any of our policies and expectations or reservation process please contact us anytime at info@deschuteshistory.org! We look forward to putting a little history in your future!