



The Historic Fourth Ward School
Museum & Archives
537 South C Street, P.O. Box 4
Virginia City, NV 89440
775.847.0975 / www.fourthwardschool.org

Educational Tour Agreement

Date of Tour: _____ Arrival Time(s): _____

Number of Students: _____ Number of Adults: _____

Name of Group: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

Day of Tour Contact Person: _____ Day of Tour Phone #: _____



1. Reservations: School tours book up quickly. Especially during April and May. Please call or email with your date and time requests, (775) 847-0975 ext. 1 or director@fourthwardschool.org. Once your tour is scheduled, submit this completed form either by mail or email. Your tour will not be considered confirmed until this form is signed and received.

2. Hours: School tours are scheduled Monday through Friday between 10:00 am and 4:00 pm. Tours are typically about 45 minutes.

3. Tour Rate: Our school tour admission is \$2 per person. This includes students, chaperones and teachers. **You must make a reservation in advance to receive the school tour rate.**

4 Payment: Payment is due no later than upon arrival of your first group. We accept Visa, MasterCard or checks. Please make check payable to: The Historic Fourth Ward School Foundation.

5. Cancellation: To cancel your visit, call the Executive Director at least 1 business day in advance of your scheduled tour at (775) 847-0975 ext. 1. **No call/ no shows will be charged a \$25 cancellation fee.**

6. Groups: No more than one group at a time in the building. Each group will include no more than 50 people. We can adjust the group number slightly.

7. Special Accommodations: When booking your tour, please let us know if anyone in your group needs special accommodations. Our building is ADA compliant.

8. Chaperones: We require 1 adult chaperone for every 7 students. Chaperones are responsible for the behavior of their group and must accompany their group at all times.

9. Food & Drink: There is no food or drink of any kind allowed in the building. This includes gum and candy.

10. Smoking: No smoking within 20 feet of the building.

11. Arrival: The Museum will be ready to begin at the time selected by your group. The Museum is not generally able to start tours early. If you are running late, notify the Museum as soon as possible. If you are more than 20 minutes late, the Museum will modify your tour to stay on schedule.

12. Student Assignments: You are welcome to assign your students written schoolwork or treasure hunts during your tour. **Only pencils may be used in the museum, the use of pens or markers is prohibited.**

13. Museum Etiquette: There will be other visitors in the museum during your tour.

- Visitors should keep their voices low.
- Running and rough play are prohibited.
- Flash photography is allowed in the museum for personal use only.
- Please respect the experience of other museum visitors and step outside of the museum if you need to use your cell phone.
- Please follow the instructions of museum staff and docents.
- **The Historic Fourth Ward School Museum reserves the right to refuse or dismiss any group for misconduct.**

Signature of Authorized Person

Date

Print Name

Title

Email

Phone Number