

# Educational Group Tours for Youth (Schools, Scouts, Youth Groups) FAQs Sheet

1/2012

These tour opportunities are provided to organized educational groups and are to be used to help reinforce previously planned lessons or to be stand-alone lessons on their own. A significant discount applies to the student admission rate. Educators may schedule a visit to the exhibition prior to their tour for planning purposes by contacting the Curator of Education. Educator guides for certain exhibits can be found on our website at:

[www.mcfta.org/EducationResources.html](http://www.mcfta.org/EducationResources.html)

## **Scheduling:**

Scheduling early is recommended for high demand exhibits. Tours must be scheduled at least two weeks in advance of the visit. The contract must be signed and returned promptly. No changes (including cancellation) may be made to the reservation within two weeks of the scheduled tour. Payment is expected in full upon arrival.

**Payment:** *Prepayment is appreciated.* We accept check or credit cards (V/MC/Disc). To prevent delay in the start of your tour, please *do not* bring stacks of cash. If a Purchase Order must be used, please inform us at the time of scheduling and submit PO to us as soon after scheduling as possible. Payment may be phoned in with a credit card to our ticket office at 989.631.8250 prior to visit.

**Cancellation Policy:** A cancellation fee of 25% will apply if cancellation is not confirmed before two weeks prior to the visit. An invoice will be sent in the case of a cancellation. A cancellation due to weather-related school closing is exempt. In the case of last minute cancellation, please contact the MCFTA switchboard at 989.631.5930 (dial 0).

**Rates:** are determined by the group type (school, scout or youth group) and the exhibition being visited. Discount rate applies only to students within the group.

**School tours and youth groups:** Students in preK – 12<sup>th</sup> grades are \$3 per student (an up charge may apply to special exhibitions). Classroom teachers are admitted free of charge for the scheduled visit. A minimum number of chaperones are required based on size of group and age/grade of students.

**Chaperones/Adult guests accompanying the students:** School groups are allowed free admission for teachers. Additional adults are admitted at \$3 per person.

**Scout Groups:** Scouts are the same cost as school groups. One free leader is allowed for the group. Additional adults pay regular admission. Youth that are not members of the group (for example non-scout siblings) will be charged regular museum admission rates. An increase fee applies during special exhibitions with scout specific programming. Scout specific programs include a guided tour for groups of 5 or more and each scout receives an exhibit related patch. Please call for current rates.

**College or University classes:** (See college/university FAQ sheet)

**Museum Members:** Member rate and special tour rates cannot be combined for group visits. **\*\*Members wishing to take advantage of their benefits must not be included in the contracted number of visitors for the group. They must pay separately at the MCFTA ticket office and may then join the group.**

***Prices subject to change...please call for current prices.***

Please visit our website for online scheduling. Or call our Guest Services Team to confirm that your group qualifies for this opportunity or to schedule your tour.

## **Guest Services**

Midland Center for the Arts  
1801 West St. Andrews Road, Midland, MI 48640  
1-989-631-5930 or  
1-800-523-7649 or [museumtours@mcfta.org](mailto:museumtours@mcfta.org)