



# Tallahassee Museum

TREE TO TREE ADVENTURES

T: (850) 575-8684  
F: (850) 575-8243  
W: TallahasseeMuseum.org  
3945 Museum Drive  
Tallahassee, FL 32310

## Museum Manners

**Chaperones are to be with students of all ages at all times.** Groups that allow children to

1. roam without a chaperone will be asked to leave the Museum. Additionally, student backpacks are not allowed in the Museum Gift Shop.
2. Help protect the animals' health by keeping treats for yourself and small items out of habitats.
3. For your safety and the animals' safety, stay out of the animal enclosures. Please do not climb on the fences or sit on the railings.
4. Remain quiet while walking through the Museum's Florida Wildlife Trail to see more animals. Help the animals remain calm by using soft voices while in this area.
5. Protect historic buildings, artifacts and displays by keeping your food outdoors, or in the picnic areas.
6. Keep the Museum a beautiful, natural place to visit by putting your trash in the appropriate bins.
7. Plants and critters are here for all to enjoy. Look with your eyes, not your hands.

## Program Payment Information

1. Program reservations are made on a first come, first served basis.
2. Program fees are due upon booking in order to secure a date and time (PO will suffice).
3. All program fees are for groups of 25 individuals, with up to 10 additional individuals at \$5 per person. Group leaders must have an accurate head-count of program participants on the day your group visits. If the number of program participants exceeds the program amount paid, your group will be billed for the balance.
4. Cancellation of a program results in a refund of the program fee, minus a processing fee of \$25, to be issued to those groups canceling up to two business (Monday-Friday) prior to their visit.
5. No-shows and cancellations made during the two business day period prior to the scheduled visit will forfeit, or be billed, the entire program fee.
6. The Museum reserves the right to cancel a program if a group is not ready to begin their program at the scheduled time. The Museum does not offer refunds for late arrivals.
7. The Museum does not cancel programs because of rain. Please come prepared for inclement weather. If necessary, the Museum will substitute a program.
8. Make payment to: Attn: Education Department, Tallahassee Museum, 3945 Museum Drive, Tallahassee, FL 32310

Payment may be made with a check, credit card, purchase order, or cash. To pay with credit card by phone please call 850-575-8684.

**I, the undersigned, do fully understand and agree to cooperate with the above stated rules.**

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Group Leader

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Date