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

1. **Chaperones are to be with students of all ages at all times.** Groups that allow children to roam without a chaperone will be asked to leave the Museum.
2. Help us protect the animals' health by keeping your treats for yourself and small items out of the 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. If you are quiet while walking through the Museum's Florida Wildlife Trail, you will see more animals. Help the animals remain calm by walking and using soft voices while in this area.
5. Protect the 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 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 a program with us in order to secure a date and time (PO will suffice).**
3. All program fees are for groups of 25 individuals. Group leaders must have an accurate head-count of program participants on the day your group visits. If the number of program participants exceeds program payment paid, your group will be billed for the balance of additional programs.
4. Cancellation of a program will result in a refund of the program fee, minus a processing fee of $25, which will be issued to those groups canceling up to two business days (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 the 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 ext. 136.

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

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Group Leader Date