

## **Surratt House Museum | *School Field Trip Reservation Form***

We at the Surratt House Museum respectfully ask that groups of 8 or more people make reservations using this form. Once finished, please email it to [surratthouse@pgparks.com](mailto:surratthouse@pgparks.com). You may expect a response within 48 hours. Thank you for your patience and cooperation.

**Name of Group:**

**Name of Coordinator:**

**Coordinator Mobile Number:**

**Coordinator Email Address:**

Please note that the Surratt House Museum is regularly open for tours Thursday through Sunday from 11 am to 4 pm. To ensure a quality experience for all, we encourage private groups to schedule excursions on Tuesdays and Wednesdays or before 11 am on the days when the museum has public hours. A typical tour lasts 60 minutes. If you desire a more succinct or in-depth experience, please make your desires known in the comments section below.

**Preferred Visit Date:**

**Preferred Visit Time:**

**Alternative Visit Date:**

**Alternative Visit Time:**

For grades K–5, the Surratt House requires at least 1 adult for every 5 students; and for grades 6–12, at least 1 adult for every 10 students is required. For chaperones within these ratios, admission fees are waived. For parties that exceed these ratios, there is a \$5 admission fee for additional chaperones. Chaperones are expected to stay on-site for the duration of their scheduled visit, regardless. There is a \$2 admission fee for every student. The museum is free to all PGCPs, however. Please note that we reserve the right to ask any group to leave, if a student in their party violates appropriate standards of classroom behavior or explicit instructions.

**Number of Students:**

**Grade Levels:**

**Number of Chaperones:**

**Age Range:**

**Reasonable Accommodations / Additional Comments:**

