



## Field Trip Policies

### Booking and Cancellation Policy

- A minimum of 10 children (over the age of 5) is required to book a field trip; we can accommodate groups as large as 90 children.
- All field trip arrangements must be made at least 14 days in advance.
- A 50% deposit is required 30 days before the scheduled tour date. Remaining payment is required when the group arrives for the tour.
- Staff will send an invoice or purchase order upon request.
- Changes or cancellations made at least 14 days before the scheduled date will receive a 100% refund. Changes or cancellations made at least 7 days before tour date will receive a 50% refund. No refunds will be made for changes or cancellations less than 7 days before scheduled tour date.
- Groups that arrive at Heritage Square with fewer people than listed on the contract will not receive a refund.

### Parking (personal vehicles)

- Parking for passenger vehicles with 6'8" or lower clearance is available in the Heritage Garage at a reduced cost with validation for paid groups.

### Buses and High Clearance Vehicles

- We do not have bus or high clearance parking at Heritage Square. Vehicles with a clearance higher than 6'8" can park in the Washington Garage (Washington and 7<sup>th</sup> Street). The Washington Garage charges a minimum of \$12 for large passenger vans and \$24 for buses and mini buses.
- Bus and van parking passes can be purchased with the contract upon request.
- On the day of the field trip, drivers should pull up to the Heritage and Science Park gate on Monroe Street (between 7<sup>th</sup> and 5<sup>th</sup> Street). A Heritage Square staff member will open the gate for the driver. The driver will drop the children off just south of the Rosson House and will exit the park at the gate on 7<sup>th</sup> Street.

### Accessibility

- The Rosson House has two interior stairways. Please notify staff if anyone in your group is unable to navigate stairs. The Rosson House has wheelchair access only to the first floor.

### Food and Drink

- Food and drink are not allowed inside of the Rosson House.
- Lunches are "picnic style" and your group will need to provide your own blankets if desired. Please notify staff if your group plans to eat lunch at Heritage Square.
- During your field trip lunches may be stored in one of the other buildings at Heritage Square.

For additional information not addressed by these policies, please contact the Director of Education at [education@heritagesquarephx.org](mailto:education@heritagesquarephx.org) or at 602-261-8948