



## Field Trip Policies

Pre-registration is required for this event. Participants must be registered by 5:00pm the day before.

### 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 45 people.
- All field trip arrangements must be made at least 14 days in advance.
- A minimum of 10 children over the age of 5 must be registered 14 days prior to the event. Events with below minimum registration will be cancelled.
- 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

- There is no bus or high clearance parking available 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, buses and mini buses.
- Bus and passenger van parking passes may be purchased in advance through Heritage Square upon request.

### 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 on site.

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