



HELEN THATCHER WHITE GALLERIES
BUELL CHILDREN'S MUSEUM
JACKSON CONFERENCE CENTER

210 N Santa Fe Avenue • Pueblo, CO • 81003
719.295.7200 • fax 719.295.7230 • sdc-arts.org

Tour Code of Conduct

This form must be signed by teachers attending the tour **prior to their arrival**. To best facilitate our tours, we have detailed the following code of conduct. We expect each attending adult to understand the expectations outlined below and encourage appropriate behavior. All code of conduct documentation must be returned **a week in advance**. If we have not received the forms **three days before** the class's field trip, we will notify the school and the teacher who scheduled the tour. Failure to send the signed tour documentation before your visit will result in a rescheduled tour. We do not guarantee that your group will be rescheduled within the time frame of the current exhibit.

By reading and signing our Code of Conduct, you have agreed to the established terms and conditions set for tours inside the Buell Children's Museum.

Behavior

All guests are responsible for exhibiting respectful, kind behavior on campus. All guests will be held accountable for their behavior and any property damage. Inappropriate behavior from any guest will not be tolerated and may result in removal from the tour without a refund. While this exhibit is very interactive, we ask that all our guests treat our displays, panels, and art supplies with care. Examples of inappropriate behavior in the museum are:

- **Climbing, striking, or defacing the sculptures on campus and interactive art pieces.**
- **Use of inappropriate language while on campus.**
- **Running, screaming, and roughhousing while inside the museum and the exhibits.**
- **Bringing drugs, alcohol, firearms, and weaponry of any kind into the museum.**
- **Eating outside of designated areas. Bottled water is allowed.**

Teachers and Chaperones

Teachers and school staff will be able to enter the museum free of admission for school tours. School tours will abide by a 5:1 adult-to-student ratio. Parents, Teachers, and Staff count toward this ratio. If there are additional parents above the 5:1 ratio who want to attend the tour, they must pay a \$5 additional chaperone rate. All adults present for school tours are expected to actively participate in overseeing students during the tour and to review this tour code of conduct. If you are unable to meet the 5:1 ratio, please contact us to discuss how we can best serve your group.

Lunch Accommodations

Lunch accommodation is **NOT** available on our campus at this time. If you are traveling from outside of Pueblo County to visit us, please let us know and we can discuss your options in greater detail.

MISSION STATEMENT:

The Sangre de Cristo Arts & Conference Center creates artistic and educational experiences for everyone.

The Buell Children's Museum is proud to be a fully accredited member of the American Alliance of Museums.





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Cancellations

Please contact Tammie Medina, by phone at 719-722-3912. if you need to cancel or change the details of your tour at least two weeks before the scheduled tour date. Groups that no call/no show for their tour will be invoiced 50% the cost of the tour. In the case of inclement weather or other emergency, we will work with your group to reschedule for a future date.

Payment

All groups will receive an invoice following their visit. Invoices can be paid by card, check or cash either by phone, mail, or in person.

Early and Late Arrivals

The Buell Children's Museum understands that a variety of circumstances can make it challenging to arrive at the museum at the designated time of the tour. The punctuality of your group allows us to maintain smooth operations and a high level of quality for your school tour. If you arrive more than 15 minutes in advance of your tour time, please keep students seated on the bus or anticipate that they will have to wait outside the museum. If your group will be arriving late, please notify Tammie Medina, by phone at 719-722-3912. To accommodate other tour groups that may be scheduled to visit the museum that day, we will not be able to extend your tour time past its original end time, even if your group is late.

I have read and agree to the Tour Code of Conduct:

Teacher Printed Name: _____

Teacher Signature: _____ **Date:** _____

School Name: _____ **Date:** _____

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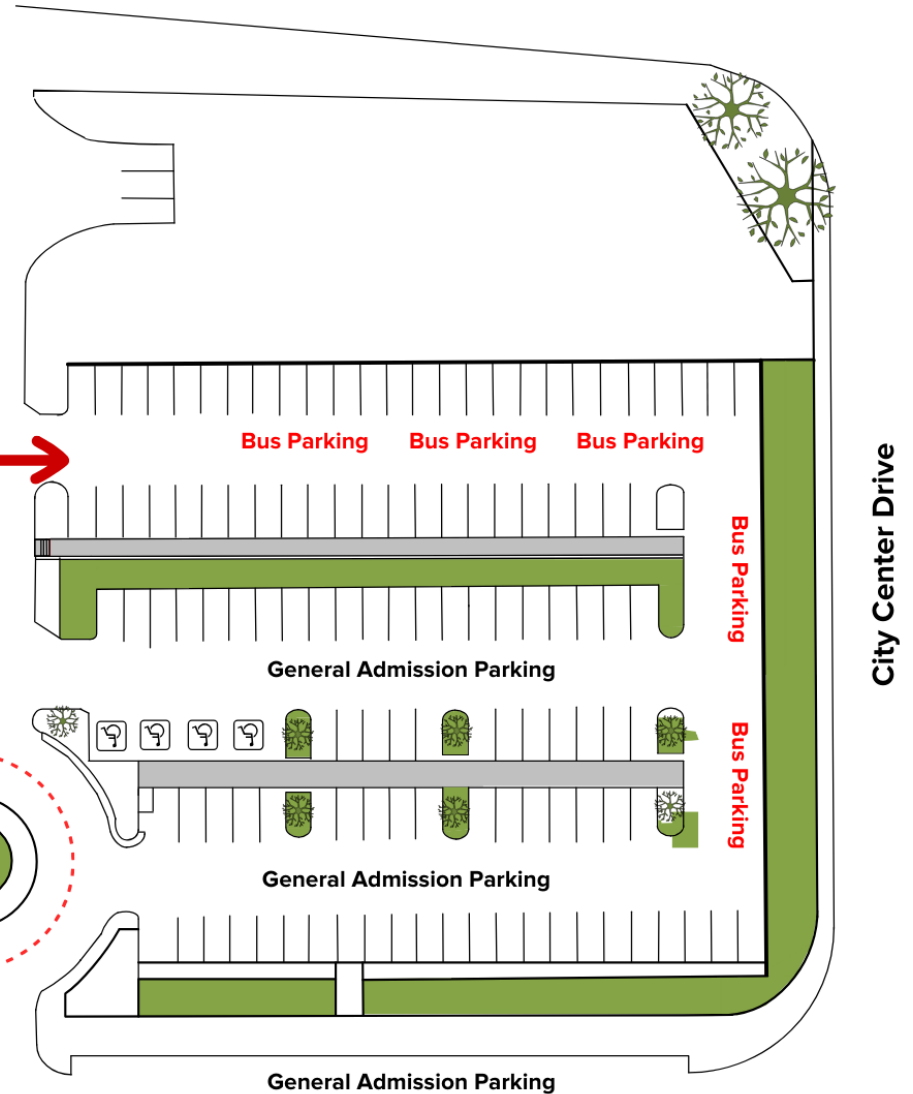


Bus Instructions

- Buses should park in the upper parking lot or the back of our public parking lot **(closest to City Center Dr.)**
- After the performance, teacher will lead their classes back to their assigned buses.

General Admission

- General admission parking is directly on the right side of the **red semi-circle**. We suggest visitors park in our main parking lot or find available parking on Santa Fe Ave.



210 N. Santa Fe Avenue