



# MARYLAND CENTER FOR HISTORY AND CULTURE

## Before Your Visit

- Please review your tour confirmation information and update museum staff with any significant changes or alterations.
- Review Museum Guidelines with both students and chaperones to ensure an enjoyable experience for all.
- If you are having lunch onsite, remind your students to bring bagged lunches with them for lunch; **there is nowhere to buy food in the museum.** If you are on the Colonial Maryland program, there is a 25 minute break built into the program for you to use as a lunch break. If you are on the Life Then and Now or the Civil Rights in Maryland programs, a 30 minute lunch break is optional at the end of the program. Please let us know if you are planning to use our lunch room.
- We require a **minimum adult to student ration of 1:10.** Additional adults may accompany you, but must pay the program fee. However, we recommend that **the maximum number of adults to students not exceed 1:5.**
- Please notify museum staff if you are not able to pay prior to your visit, and are instead paying upon arrival.

## Arrival Information

- The **School Tour Entrance** to the museum is located at **201 W. Monument St.** School groups will be greeted by staff at the gate.
- Plan enough travel time so your group can **arrive 10 minutes before** the start of your tour to allow for the offloading of students. If you have a long drive, plan extra time for a restroom break when you arrive at the museum.

- Please make sure to have students **in small assigned groups before they enter the Maryland Center for History and Culture**. Note: Your email will include the number of groups to divide your students into.
- The groups will enter the museum at a time and will begin their tour immediately upon entering.

## Museum Guidelines

- If you are on the Colonial Maryland program, the tour will last two and a half hours. If you are on the Life Then and Now or the Civil Rights in Maryland program, the tour will last one and a half hours. During the programs, the group will visit several areas of the museum.
- Students are expected to follow regular classroom rules, such as using indoor voices, using respectful behavior, and no running, when in the museum. The groups do not will use an inquiry method and will encourage active participation from the students.
- Food, drinks, and gum are prohibited in the exhibits.
- Guest must please keep a safe distance between themselves and the objects. This helps to avoid accidentally touching or bumping artifacts.
- Only pencils are permitted for writing and drawing in the exhibits.
- Large purses and backpacks are not permitted in the exhibits and must be left in the student lunchroom.
- Absolutely **NO** cell phones or tablets are to be used while a tour is in session! This goes for teachers, parents, and students. If you need to use your phone please excuse yourself from the group.
- Please clean up after yourself when eating in the lunchroom. Make sure all trash is picked up and placed in trash bins.
- **Chaperones are expected to help** keep their group together when moving through the museum, monitor student behavior, help facilitate tour activities, and accompany students when using the restroom.

## Late Arrival and Field Trip Cancellation Policy

- Groups that arrive late will receive a condensed tour. This may include the removal of stops.

- **To cancel**, you must contact the Maryland Center for History and Culture at least **72 hours**, or three working days, before the scheduled program. Please e-mail, [EducationPrograms@mdhs.org](mailto:EducationPrograms@mdhs.org) **AND** call 410-685-3750 x334.
- Schools that **fail to cancel within the permitted window** will receive a bill for **20% of the total program cost**.
- In the event of a school delay or cancelation due to inclement weather, your school will not be charged a cancellation penalty fee. Note: delays often mean field trips are cancelled.

## Parking and Directions

- The **School Tour Entrance** to the museum is located at **201 W. Monument St.** School groups will be greeted by staff at the gate.
- Buses may park **FREE** on Monument Street in front of the **School Tour Entrance**.
- Parking for those arriving by car is available in Monument Street **FREE** visitor lot. There is an entrance into museum from the parking lot.
- **From I-95**
  - Exit 53 (I-395) to Martin Luther King Boulevard. Right on Druid Hill Avenue. Left at 3<sup>rd</sup> light onto Eutaw Street. Turn right at first corner onto Monument St. Cross Howard St. and pull up in front of the Maryland Center for History and Culture to drop off passengers.
- **From Downtown Baltimore/Inner Harbor**
  - Go north on Charles Street, staying in the left lane. Turn left on Franklin Street. Turn right on Eutaw St. Turn right at the second corner onto Monument St. Cross Howard St. and pull up in front of the Maryland Center for History and Culture to drop off passengers.
- **From I-83 (Jones Falls Expressway)**
  - Take exit 5, Maryland Avenue. Follow Maryland Avenue south until it becomes Cathedral St. Turn right on Madison St., turn left at 3<sup>rd</sup> light onto Eutaw Street. Turn right at first corner onto Monument St. Cross Howard St. and pull up in front of the Maryland Center for History and Culture to drop off passengers.