

## TOUR SCHEDULING GUIDELINES

Only groups that reserve at least two weeks in advance should be promised an organized tour and a discount. All others must be told that it is unlikely that a museum guide can be provided.

Drop-in groups are all too common and make all of our attempts to control visitor traffic challenging. This cannot be eliminated. However, **groups making advance arrangements should be given a discount when payment is made in a single transaction.** This will encourage reservations, discourage "drop-ins" and help reduce the distractions created by having to collect the entrance fee that occurs when each member of a group pays individually.

When, in the opinion of the Museum, too many visitors crowd galleries, the doors will be temporarily closed until enough visitors leave to permit more visitors to come in. Authority for this decision resides independently in each of the paid admissions staff, security staff, the Chief of Security, and Director of Public Affairs in consultation with the Curator of Education.

Every attempt/effort should be made to contain the number of visitors who are part of an organized tour group to levels that do not conflict with our regular "walk-in" visitors.

### Proposal on Entry Fees

#### Proposed Fee Structure

Adults	\$3.00
Children under 12	free
Students	\$1.00
Members	free
Prearranged tour	
groups of 10 or more	\$2.50 per person
Prearranged school	
groups	\$1.00 per person

Approved by the Board of Trustees as amended  
8 December, 1995  
revised 15 November, 2004