



School Group Reservation Form (Grades K-12)

School group tours consist of 10 or more students (25 in May). One chaperone is required per ten students. Reservations must be made at least two weeks in advance to receive the group rate. Groups that schedule less than two weeks in advance will receive the walk-up group rate.

Contact Information

School Name _____
Educator Contact _____ Grade Level _____
Address _____
City, State, Zip _____
County _____ School District _____
Phone _____ Fax _____
E-mail Address _____

Billing Information (If different from above)

School Name _____
Address _____
City, State, Zip _____
Phone _____ Fax _____

School Category

Public Private Charter Home School Parochial

Guided Student Group Tours

- Guided student group tours are available upon a first-come, first-serve basis.
- Reservations must be made at least two weeks prior to your visit.
- **Guided tours are never guaranteed.** Guided tours depend on the number of available docents.
- All guided tours last approximately ninety minutes to two hours.
- Guided tours are available at 10:00, 10:30, and 11:00 a.m. Tuesday through Friday.

Please select the type of tour that is appropriate for your student group.

- Journey to Freedom; Grades K-2
- North Star; Grades 3 and 4
- Early America: Geography, Economics, and Slavery; Grades 5-8
- Coming of the Civil War; Grades 5 and 8
- Resistance: *Unfreedoms*, Past and Present; Grades 8-12

Self-Guided Student Group Tours

- Self-guided student group tours are available Tuesday through Friday beginning at **12:00 p.m.**, and any time on Saturday.
- Reservations must be made at least two weeks prior to your visit.

Please select if you want a self-guided tour.

Self-guided tour



Visit Details: Please Initial Each Line

- _____ Please arrive 15 minutes prior to your scheduled tour for check in and orientation. Students must remain on the bus until the group coordinator has registered at the front desk.
- _____ One complimentary chaperone ticket is allowed for every ten student tickets purchased. The fee for adults over the 10:1 ratio is \$9.00 per ticket.
- _____ Chaperones must remain with their group throughout the visit. Chaperones are required to manage their groups. The Freedom Center reserves the right to remove any unruly groups.
- _____ Flash and video photography are prohibited within the Freedom Center. You must turn the flash off in order to take pictures.
- _____ **Payment in full and final head-count must be received two weeks prior to your visit. The Freedom Center reserves the right to cancel your reservation if payment and head-count have not been received.**
- _____ The Freedom Center no longer has available storage for backpacks, phones, coats, and sack lunches. These items must remain on the buses. The Freedom Center is not responsible for any lost or stolen items.
- _____ Due to capacity restraints, the Freedom Center does not provide accommodations for eating sack lunches inside the building. Groups may eat off sight or outdoors before or after their tour.
- _____ Buses may drop off visitors at the 2nd Street/group entrance of the building but are then asked to seek off-site parking. Local parking lots charge \$20.00 per bus. This fee is not associated with the Freedom Center.

Special Needs

Please list any special needs that your group may have such as wheel chairs, personal listening devices, etc.

Tour Date

- Desired date of tour _____ Arrival Time _____
- Second option (if first option is booked) _____ Arrival Time _____

Student Group Rates

*Note: Rates are subject to change without notice. The walk-up group rate is for groups that schedule less than two weeks in advance.

	Group Rate	Walk-up Group Rate	Number of Guests	Total Cost
Students	\$6.00	\$9.00	_____	\$_____
Chaperones(1:10)	Free	Free	_____	\$_____
Additional Adults	\$9.00	\$11.00	_____	\$_____
Total Cost				\$_____

How many buses will accompany your group? _____



Do you plan on eating at the North Star Café or ordering box lunches? _____

Do you plan on visiting our family research center (genealogy)? _____

Payment

- **Payment is due 2 weeks prior to your visit. The Freedom Center reserves the right to cancel your reservation if payment and head-count have not been received.**
- All sales are final. Groups that no-show or arrive with fewer visitors than originally booked, will not receive a monetary refund. Groups will receive ticket refunds only.
- Purchase orders (POs) for the full amount are accepted for school groups. The PO amount and final payment amount must match.
- You will receive a confirmation within five business days of submitting your application. If you do not receive this confirmation, please call 513-333-7737.
- Cash, check, credit card, money order, and travelers check are also accepted.

Payment Method

Please check the method of payment and return to address below.

- Check Purchase Order Travelers Check Money Order
- American Express Visa Discover MasterCard

Credit card number _____ Expiration Date _____

Name as it appears on credit card _____

Signature _____ Date Signed _____

How did you hear about the Freedom Center?

Any specific description of information and/or decision source is very helpful to us. Thank you.

- Publication Advertisement Newspaper/Publication Article
- News Story
- Word of Mouth from Other Teachers Word of Mouth from _____
- Freedom Center Staff Member
- Tradeshow/Convention (please identify organization; location) _____
- Educator Email Newsletter
- Freedom Center General Email Newsletter
- Freedom Center Website Other Website (list please) _____
- Search Engine 'search' (search words?) _____
- Freedom Center Banners on Side of Building
- Other Source (list) _____

Signature Confirmation

I have read and understand the regulations and procedures for a group visit to the Freedom Center. You must sign below to reserve a group tour.

Signature _____ Date _____



Visit Options

North Star Café

Groups may order individually from our café menu or preorder box lunches for the entire group. If you're interested in preordering box lunches, please call (513) 351-2052.

Souvenir Gift Bags

Following your tour, please set aside time to visit the Freedom Center **Gift Shop**. Your students and chaperones will find a variety of Fair Trade merchandise from around the world. Individual souvenir gift bags and educational materials for the classroom can be purchased prior to your visit by calling the Gift Shop's Manager, James Tecco at 513-333-7548 or jtecco@nurfc.org. Gift Shop merchandise can be purchased online at any time at www.freedomcentergiftshop.org.

Family Search Center (John Parker Library)

Have you ever been interested in discovering your family's origins, but never had the tools? Now you can take advantage of the FREE family history resources available at the Family Search Center at the National Underground Railroad Freedom Center. For more information, visit our website at freedomcenter.org, or call (513) 333-7654.

Historical Re-Enactors

To promote the history of the African American experience; our re-enactments embody the heritage and culture of black folk during the days of bodily slavery. Our mission is to educate and inspire your students through the rich tradition of storytelling. If you are interested in bringing part of the Freedom Center to your students, please contact Novella Slaughter (513) 333-7561 nslaughter@nurfc.org, or Christopher Miller (513) 333-7562 cmiller@nurfc.org.

Other Information

For a description of tours, exhibits, guest speakers, special events, volunteering, directions, parking, memberships, lesson plans, activities, and donations, please visit the Freedom Center website at www.freedomcenter.org

Please return the first 3 pages of this form and payment to:

National Underground Railroad Freedom Center
Attn: Group Sales Department
50 East Freedom Way
Cincinnati, Ohio 45202

Phone: 513-333-7737; Fax: 513-333-7725; Email: groupsales@nurfc.org
Website: www.freedomcenter.org