



Overflow Days Planning and Guidelines (Formerly Unscheduled Group Days)

Field Trips to MOHAI book up quickly. To ensure more groups can visit, we reserve a few days each spring for self-guided only field trips at a higher capacity than our normal days. Please review the following guidelines before planning your visit. Groups may visit with a reservation between 10:00am-3:00pm on dates specifically noted on our website.

Planning

- Groups coming for Overflow Group Visit Day are encouraged to contact the Scheduling Coordinator at education@mohai.org or (206) 324-1126 x106 to notify MOHAI of their plans.
- Please plan to be at MOHAI no longer than 2.5 hours so that we may accommodate other groups.
- **A minimum of one adult chaperone is required for every six students;** groups who do not meet this ratio may not be admitted.
- MOHAI will provide a storage area for coats and lunches. Please leave backpacks, valuables, and unnecessary belongings at school as we have limited space; MOHAI is not responsible for lost or stolen items. Students may not wear backpacks into the galleries.
- An educator will greet your group in the park when you arrive; please organize students by class and have classes line up as instructed.
- Once lined up, please send a teacher or representative of the group to the **Group Entrance** (just to the right of the main museum entrance) to check in. Groups will be brought into the museum in order of arrival.
- Teachers are encouraged to design their own gallery activity or project; see <https://mohai.org/additional-materials/> for ideas and resources. MOHAI's paper scavenger hunts, clipboards, and pencils will be provided to all students without a planned activity provided by the teachers.
- All chaperone groups for a school must enter and exit the museum at the same time, including for lunch breaks.

Rates

- Groups will be charged the self-guided field trip flat rate of \$40 per group of up to 30 students (30 students or less: \$40, 31-60 students: \$80, 61-90 students: \$120, etc.) Up to 1 teacher/adult chaperone per 2 students is included free in this flat rate; additional adults must pay general admission.
- Payment **MUST** be made on the day of the visit via cash, check, credit card, or purchase order; schools needing an invoice in order to generate a purchase order, or who wish to pay in advance, should contact the Scheduling Coordinator at education@mohai.org or (206) 324-1126 x106.
- Scholarships for a free visit are available to schools where 40% or more of the students are eligible for Federal Free/Reduced Lunch; teachers will need to complete a scholarship application upon arrival in order to receive the scholarship discount.

Lunch

- **MOHAI does not have an indoor lunch facility.** Groups eating lunch at the museum should plan to eat in the surrounding Lake Union Park, which does not have covered seating. In the case of rain, museum staff



will do their best to accommodate though cannot guarantee a dry space for your group. Eating lunch back at school is recommended in these instances.

- A café is located on-site. Seating is for café patrons only; outside food and drink (including sack lunches) is not permitted.

Museum Manners

1. Students and chaperone teams must move through the museum together at all times
2. Please walk inside the museum and be aware of others in the space.
3. Use inside voices.
4. Obey signs – look before you touch.
5. No food, drink, or gum in the museum.
6. Photos are ok. Please no flash.
7. Use only pencils for writing in the galleries.
8. Use the stairs if you are able to, reserve the elevator for those who need it.

If you have any questions or concerns about the above guidelines, please contact:

Education Department

Phone: 206-324-1126 ext. 106 or email: education@mohai.org