

Leader Guidelines for Field Trips

We dedicate ourselves to interpreting California's railroad history and preserving railroad artifacts for the education and enjoyment of all our visitors. To ensure everyone in the Museum can enjoy their visit and to maintain a proper museum ambiance, public safety, and artifact preservation please observe the following -

- ***Finish all gum, food, candy and beverages before your entry time to help keep the Museum clean and to protect artifacts.*** Groups must be intact upon entry; all group members must wait for snacks and drinks to be finished or discarded before entry.
- ***Please arrive early for an on-time entry.*** Late groups lose their entrance priority. We accommodate late arrivals and drop-ins as conditions allow. If there are any changes to your schedule, please call the Museum Front Desk at (916) 323-9280.
- ***All Youth/School groups must enter the Museum as a group with their leader/teacher.*** Gather your group at the doors marked "School Entrance" located on the eastern side of the Museum, on 2nd Street. You, as the teacher/leader, will be greeted by a staff member and brought inside to check in at the Group Desk. Once your entire group has assembled, you may register and pay for your group. There will be a brief, mandatory orientation for your entire group before your visit begins.
- ***Youth Group Leaders/Teachers must remain in the Museum with their group/class for the duration of the visit.***
- ***There is a minimum requirement of one adult chaperone for every ten students.*** Teachers and adult chaperones are responsible for maintaining close supervision over the care, safety, and actions of group members and must remain with their youth group at all times. Although the minimum standard is 1 adult to every 10 students, for the most beneficial educational experience, we highly recommend 1 adult for every 5 students.
- ***Each group member is responsible for their own backpacks, lunches, etc.*** It is recommended that such items remain in your vehicle(s) or are packed lightly as you will need to keep them with you at all times during your **visit. To help preserve the artifacts – please keep hands and paperwork off the artifacts.**
- ***For your safety and for the preservation of the artifacts - stay off all locomotives, cars, and other exhibits, except those noted as available for entry. Climb only stairs that "touch the ground."***

- ***Also, remember to walk at all times. This is for your safety and the safety of others.***
- ***Please reserve the elevator for those who have difficulty using staircases.***
- ***For the courtesy of all and to enhance the learning experience – please use library voices and turn cell phones to the silent mode.*** Any urgent calls may be made quietly and away from the exhibit area.
- ***Cameras and flash photography are allowed.*** Pre-arrangements must be made for the use of tripods.
- ***The Thomas the Tank Engine Toy Train Table has been reserved for our youngest visitors, 5 years old and younger.***
- ***Minor visitors who violate our guidelines will be escorted to the lobby to wait under the supervision of an adult group member until the entire class finishes its visit.***
- ***Please plan on remaining in the Museum for as long as you can (up until the Museum closes at 5 pm!) but save the Museum store and the lobby area for the end of your visit. Once you have entered these areas you have exited the Museum and your visit for the day has ended.***