



UNIVERSITY OF NEBRASKA STATE MUSEUM

Group Visit Information

Thank you for choosing the University of Nebraska State Museum - Morrill Hall for your group visit! Please review all the information in this packet prior to your arrival to ensure the best experience possible.

BEFORE YOUR ARRIVAL

1. Read the entirety of this packet and communicate all expectations and information with all chaperones.
2. Designate a group leader. The group leader will be responsible for:
 - a. Obtaining an exact count of children and/or adults prior to check-in. One adult chaperone for every 10 youth receives free admission to the museum.
 - b. Checking in at the front desk, providing the final count to Visitor Services, and providing payment (if you have chosen not to be invoiced).
3. Ensure that you have your group's schedule for the day. Punctuality for gallery programs and planetarium shows is expected.
4. Prepare your payment.
 - a. Individual payments for group visits will not be accepted. Payment for the entire group must be collected and counted prior to check-in.
 - i. Your group receives 1 free adult ticket per 10 youth in the group. Additional chaperones may pay separately, but please note that they will not receive the discounted rate and will have to pay full price for admission and any additional programs (\$13.00 for adult admission/\$6.00 for a planetarium show + tax).
 - b. Museum memberships and other discounts are not accepted for group visits.
 - c. You may pay via cash, credit card, or check. If you would like to be invoiced, please let our Visitor Services team know at check-in.
 - i. Checks should be made payable to the University of Nebraska-Lincoln.
 - ii. Checks made out for more than the amount you owe will not be accepted. If you arrive with a check with the incorrect amount, we will ask to invoice you after your visit.

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WHEN YOU ARRIVE

1. Follow parking instructions provided in the Group Visit Information Packet.
2. Only the designated group leader should check in at the front desk.
 - a. Weather permitting, please have your group wait outside during check-in to avoid congestion at the Visitor Services Desk.
3. After check-in, your entire group may enter the museum.

FOOD POLICY

- Plan where your group will eat lunch. Please keep in mind that food and drinks other than water are NOT allowed in the museum. A limited number of picnic tables are available to the north of the museum. UNL's campus also has green spaces south of the museum.
- The Nebraska Union has a food court if your group plans to purchase lunch and seating is available if you brought sack lunches.

GROUP ETIQUETTE AND SUPERVISION

- Please be respectful of our exhibits, staff, and other visitors while visiting the Museum. Children should be supervised at all times. We strongly encourage one adult chaperone per 10 children for safety purposes.

DISCOVERY GIFT SHOP ETIQUETTE AND SUPERVISION

- Unsupervised children are not allowed in the Discovery Gift Shop. Please ensure that an adult is present with the group at all times.
- Please instruct students that they are not allowed to handle merchandise unless they are planning on purchasing the items.
- The Discovery Gift Shop sells food. Please let students know that food and drink are NOT allowed in the museum. Please ensure that they wait until they exit the museum to consume food.

DIRECTIONS & PARKING

- We recommend that chaperones driving separately park in the 14th and Avery or Stadium Drive parking garages on campus.
- Please DO NOT park in the A or F3/D1 parking lots to the north. This is UNL faculty and staff parking only and you will be ticketed by UNL Parking & Transit Services.
- Accessible parking is available on the east side of the building. You may access the building through the east door.

If your group will be participating in a gallery program or planetarium show, please read the following information carefully.

PLANETARIUM POLICY

The planetarium is an add-on to the museum experience. Museum admission is required for planetarium access.

The Mueller Planetarium has a maximum capacity of 59 people due to State Fire Marshal regulations. Each person must be seated for the duration of the show. For safety purposes, there are no exceptions to this policy.

GALLERY PROGRAM POLICY

Gallery programs are educational experiences for students led by our Museum Education Team. Our Educator will walk the students through learning activities with hands-on components, where students are able to directly interact with museum specimens.

In order for students to have the best possible experience, we ask that any adults present take an observational, rather than a participatory, role. Please demonstrate good behavior for the students by listening quietly to the Educator.

Because adults do not have a direct participating role in gallery programs, we do not charge a fee for any adults in attendance.

CANCELLATION POLICY

Punctuality is expected for planetarium shows and gallery programs. We reserve the right to cancel a program if your group is more than 15 minutes late, does not show without prior warning, or cancels with less than 48-hour's notice. An \$85 cancellation fee will be charged in such cases.