



Maidu Museum & Historic Site School Tour Guidelines and Logistics

Preparing for your Tour:

- ❖ **Changes to your Reservation:** Please review your confirmation email closely for accuracy. Changes to your reservation, such as leaving early or changes in number of students, can be emailed to MaiduMuseum@roseville.ca.us. Please include your school name and tour date in the email.
- ❖ **Prepare for Weather:** Check the weather for Roseville, CA ten to five days before your tour. Encourage your students to dress appropriately for the expected weather (i.e. warm rain gear in winter). If you are scheduled for a Trail Tour, please have students and chaperones wear closed toed shoes and bring a water bottle, especially during warm weather months.
- ❖ **Group Size:** Each group should have no more than 35 participants, including teachers and chaperones. We require at least 1 adult for every 10 children. *No more than 8 chaperones in addition to teachers are allowed per tour group.* The Museum can accommodate up to 2 groups at one time.
- ❖ **Tour Payments:** Payments for the tour are due the day you arrive for your tour with a minimum charge for 10 participants. You can pay with cash, a check made out to the City of Roseville, or a credit card (VISA, MasterCard, or Discover). Please prepare payments before arriving for your tour. We are able to take checks (made out to City of Roseville) and credit cards.

The Day of your Tour:

- ❖ **Arrival:** Please arrive **20 minutes** before your scheduled tour to allow time for unloading, a restroom break, and making sure your students are divided into groups. You will meet a staff member at the Front Gate where you will be able to load all lunches onto a cart and walk in together as a group.
- ❖ **Parking:** Buses and cars can park along the street in front of the museum and in the Maidu Activity Center parking lot (our building next door to the museum).
- ❖ **Lunches:** Students should bring bag lunches. Lunches will be kept inside the Museum until lunch time on carts. Students should eat at tables or on the ground.

Students should also avoid climbing walls or other structures and sculptures. Please have students pick up all trash before the leaving the lunch area.

- ❖ **Chaperones:** Chaperones should **model good behavior**. This means participating during the tour, asking questions, limiting side conversations, and helping children focus on the tour. **Chaperones are responsible for the behavior and safety of the students.**
 - **In the Museum:** No photography, food or drinks are allowed in the museum.
 - **On the Trail:** Please stay on the trail behind your guide and leave everything where you find it. For safety reasons, no running or climbing on the railing is allowed. Photography is permitted on the trail.

- ❖ **Encouraging Good Stewardship:** We are a National Historic Site. Our mission is to protect, educate and encourage good stewardship of our natural and historical resources. Please go over these Good Stewardship guidelines with your students and chaperones before your arrive for your tour.
 - **Take only pictures on your Trail Tour:** Rocks, plants, sticks, and feathers belong onsite. Please do not take these home with you.
 - **Leave only footprints:** Pick up trash during and after lunch (even if it's not yours).
 - **Respect the land and the people:** We are visitors to the Nisenan Homeland. Our staff and volunteers are excited to show you all the wonderful natural and historical resources on the Trail and in the Museum. Please be respectful of the site and museum as if you were visiting a neighbor's home.

- ❖ **Emergencies or Incidents:** Please contact the Front Desk at (916) 774-5935 with any concerns or emergencies while on site.

**We are Happy to see you—
Enjoy your time here!**