



## Rules for *School Group Visits* (2 pages)

### HIGHLIGHTS

**Visit Months**

October 1 – May 31

**Program Days Offered**

Tuesday – Thursday

**Group Size**

Maximum group size is 100 - divided appropriately

**Program Length**

Max time length is from 9:00 am– 12:00 pm (this time would include lunch/snack time, if scheduled)  
Programs can run for 1.5-2.5 hours, and topics can be abbreviated and/or adjusted to fit visit length & grade-level.

**Chaperones & Other Visitors**

Each Group must have 1 adult chaperone per 10 students.

**Visit Cost**

\$12 per student

**Payment for School Visit is due to the Visitor Center Office no later than the time of Visit by check, cash, or credit card along with ‘The Hermitage Museum - Waiver of Liability-Hold Harmless Agreement’ form (one form per School Group Visit). If payment is mailed before time of visit, please mail payment to above address, along with ‘The Hermitage Museum – Waiver of Liability-Hold Harmless Agreement’ form, to the attention Chris Blaylock, Office Manager.**

**Arrival & Payment:**

Plan to arrive at least 10-15 minutes before the start of your program.

**If arriving by bus, please have students remain on their bus; a Hermitage Educator will greet each bus with instructions for disembarking.** The Leader Chaperone will report to the Hermitage Visitor Center Office with the exact number of students and adults in the group who will be participating in the program. And, to make payment for the visit at that time; no program will begin without payment.

**Late Arrival, Delay, or Cancellation:** IF you arrive late, The Hermitage makes every effort to accommodate late groups but reserves the right to adjust or shorten programs as circumstances demand. IF you anticipate a delay, or must cancel on the day of your visit, please call Ms. Chris Blaylock at the Visitor Center Office: 201-445-8311.

**Split Groups:** For large group visits, it may be necessary to split the large group into two or more sections. We will arrange this with you in advance. Please plan to divide your large group into smaller, similarly sized groups prior to your visit.

**Food & Drink:** Food is not available for sale on-site. Food / Drink (including water) / Gum / Candy are **not** allowed outside of the designated lunch/snack area. If needed, breakfast/morning snacks should be eaten prior to arrival. If lunch/snack food and beverages are arranged for after your visit, the details will be reviewed prior to your School Visit.

**Picnicking:** Eating areas (eg, indoor or outside picnic tables) may be available with prior notice. Lunches/snacks are gathered by class and stored in the Education and Conference Center until lunch/snack time. If weather permits, you may picnic on the grounds with Chaperone supervision. All trash and non-disposable items must be cleared when the group is done.

**Parking:** Ample free parking is provided on the property for cars / vans / buses.

**Supervision and Behavior:** Leaders and Adult Chaperones must supervise and chaperone students during the entire visit. Programs will be stopped and no refund will be given if student behavior becomes disruptive or unsafe. Hermitage staff decisions on this matter are final.

**Cell Phone Use:** Students can not use cell phones during the visit. **Chaperones should not use cell phones during the visit except in an emergency** – please set adult cell phones to mute/silence during programs so all students can listen, participate, and learn without distraction, and please assist the Hermitage staff in supervising your students.

**Historic House – ‘The Hermitage’ Historic House Rules – Please:**

- 1) No Food or Drink (including water) allowed in the house.
- 2) No Photography, or Videoing, or Audio Recording inside the house – However, photos/videos can be taken outside or in the classrooms.
- 3) No Cell Phones: Students can not carry cell phones. Adult phones can be muted/silenced and carried in the house, and only used in an emergency while touring the house.
- 4) At all times, Chaperones must assist Tour Guides in chaperoning students.
- 5) No large bags (eg. book bags, back packs, etc) are allowed in the house. School bags are securely kept in the Hermitage Education & Conference Center.
- 6) Furnishings in the house are antiques so they cannot be touched or sat upon.
- 7) Care must be taken ascending & descending the stairs – allow a minimum of 2 steps behind the person in front of you.
- 8) In some rooms, museum rope stanchions are present to protect the furnishings – please do not wander beyond these stanchions.
- 9) So that all students may listen and learn from the Tour Guide, please keep talking at a minimum

**Visitors with Disabilities:** Before your visit, please inform the Hermitage if any of your students have a physical or mental impairment which would need to be accommodated. The American with Disabilities Act (ADA) states that “an individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment (www.ada.gov/resources/disability-rights-guide, 2023)”. The Hermitage Education & Conference Center is ADA compliant. The Hermitage, the historic house, is not completely ADA compliant as 2<sup>nd</sup> floor ADA access is not provided. This ADA access can be thoroughly discussed prior to your visit.

**Gift Shop:** The shop is not open to student groups, so children do not need to carry money unless directed by their parent/guardian for other reasons.

**Weather – Closure - Dress:** Students should dress for the weather, as most programs involve some walking outdoors. The Hermitage may close because of inclement weather (snow, ice, or other unsafe conditions). If closure is necessary, you will be contacted by a member of The Hermitage staff and your visit will be rescheduled. IF it is raining or cold on the day of your visit, we recommend dressing your students for the appropriate weather - boots, hats, raincoats, etc.

---

**Reserve your Student Program: To ensure the date of your choice, please schedule in advance.**

**For Further Information – Questions – Concerns about your Visit:**

Please contact:

Ms. Chris Blaylock, Visitor Center Office Manager  
201-445-8311 or cblaylock@thehermitage.org  
and/or visit our website – www.hermitage.org

***WE LOOK FORWARD TO SPONSORING YOUR STUDENT GROUP VISIT TO THE HERMITAGE!***

*The Friends of the Hermitage offers tours of The Hermitage, exhibitions of the collections, and diverse educational programming at the Hermitage Education & Conference Center. The Friends received a General Operating Support Grant from the New Jersey Historical Commission, a division of Cultural Affairs in the Department of State.*