

Group Visit Information

Parking:

Limited parking is available on the north side of Flandrau on Hawthorne Street. There is a yellow curb on Hawthorne that can fit about 3 school buses or 8 to 10 passenger cars. This is the best place to unload and load vehicles. A parking permit needs to be placed in the windshield of each vehicle, which the trip organizer may get at the front desk and distribute to all drivers. There are also four paid handicap parking spaces behind our building. You can often find open, hourly-metered spaces on Hawthorne Street, First Street, and Second Street, north of Flandrau. All additional vehicles should park in Cherry Ave. Garage, one block south of Flandrau next to the football stadium. Please note there is an hourly fee for parking in any garage. Please ask the front desk if you need assistance with bus parking locations.

Check in:

We ask groups to arrive 10-15 minutes early to check in and receive a brief orientation. Due to limited space in the lobby, we appreciate your help with keeping your group outside during check-in to avoid congestion.

Please have only one person enter Flandrau to check in. Be prepared to provide a final count of participants, staff, and chaperones.

Please notify our staff during check in if:

- the schedule or departure time for your visit has changed
- your group needs any accessibility accommodations

If your group is scheduled for multiple experiences, we appreciate your flexibility with the order in which they will occur. For example, if you are scheduled for a visit from 10:00-12:00, you may visit exhibits during the first hour and see a show during the second hour or vice versa.

Staff does their best to adjust schedules when needed but please be mindful of your arrival and departure times.

- **Early Arrival:** If your group arrives early, please note that other groups may be scheduled, and we may not be able to accommodate your group starting early.
- **Late Arrival:** If your group is delayed on the day of your visit, please call **520-621-7827**. We will do our best to accommodate late arrivals, however it may result in missing planned experiences.
- Your visit only includes experience types you reserved in advance.

Chaperones:

The role of a chaperone is important, and the quality of the participants' experience is greatly dependent on the level of involvement the chaperone has with the group and exhibits. Please communicate these expectations with your chaperones to ensure the best experience for your group's visit.

Expectations:

- One chaperone/adult is required for every ten children.

- Chaperone group assignment should be established prior to arrival.
- Chaperones are accountable for their group of participants, including their behavior, throughout the visit.
- Students must be accompanied by a chaperone/adult at all times while in Flandrau.
- We want every guest to be able to enjoy their visit to Flandrau. Please make sure your group is considerate of other visitors and handles exhibits with care.

Failure to adequately supervise the group may result in being asked to leave. No refunds will be given.

Planetarium Theater Seating:

We do our best to keep classes together, but to accommodate everyone in the best possible seats, we may need to break up groups. We ask that chaperones and teachers are seated amongst the participants.

Payment Options:

- If you would like to pre-pay for your visit, please email Denise Riley at deniseriley@arizona.edu to coordinate. Please note, refunds will not be issued if there are absences on the day of your visit.
- Payment may be made by card on the day of visit in one transaction. **Checks and cash will not be accepted during check-in.**
- Purchase orders (PO):
 - Make payable to University of Arizona and address to College of Science Business Office, 1040 E. 4th St. Gould Simpson Room 935, Tucson, AZ 85721.
 - If possible, please email POs to Flandrau@arizona.edu prior to your visit.
 - If you choose to pay by PO, please allow up to 15 business days for the invoice to be sent after your visit. Please direct invoice inquiries to deniseriley@arizona.edu.

Groups will be charged for the number of attendees they have on the day of their visit. Be prepared to provide a final count of participants, staff, and chaperones at check in.

Ten Participant Minimum: If your group arrives with fewer than 10 participants on the day of your visit, your group will be charged the base rate for your visit.

Discounts: Coupons, memberships, or other discounts are not redeemable with group pricing.

Cancellation/Rescheduling Visits:

Cancellations or rescheduling requests must be received by email at Flandrau@arizona.edu at least three weeks prior to your scheduled visit. Any group cancelling with less than a three-week notice will be billed the base rate for their group type. The option to reschedule is dependent on availability.

Food:

Flandrau has a no food or drink policy inside the building. Water bottles are allowed. Lunches and snacks can be kept in an area in the gift shop while your group is visiting Flandrau. There is a lawn with shady trees in front of the building, which you are invited to use while your group eats.

Science Store:

We have a science store available for purchases with credit card only (no cash). If you do not want your group to make purchases in the science store, please let us know during check in. We allow one small group of children with a chaperone in the store at a time. Please help your group adhere to this rule.

Thank you for booking your group visit at Flandrau. We look forward to hosting your group!