



SCHOOL GROUP TOUR POLICIES

Reservations

To register for an education program at President Lincoln's Cottage, download a Reservation Application and Tour Guidelines from our website: www.lincolncottage.org. When planning your student or teacher visit, please keep the following in mind:

- Reservations are required 3 weeks in advance.
- Send the complete form as an email attachment to LincolnEd@lincolncottage.org or send via fax to 202.829.0437.
- Submitting the application does not mean your program is confirmed. Upon receipt of the application, you will be contacted within 48 hours to either confirm or reschedule your program. Confirmation emails are sent between 9am-5pm on weekdays only.
- A *non-refundable* deposit of \$50 is required to hold a reservation unless your group is eligible for free admission. We accept deposits via credit card or check. Once the deposit is received, you will receive a confirmation letter. Your non-refundable deposit is credited to your total group admission fee. The tour balance is due one week (7 days) prior to your confirmed tour date.

Group Size

- Larger groups may require multiple tours.
- We must know your school group's size at the time of your reservation. If you wish to change your group size, you must notify the site at the time of final payment.
- For school programs, 1 adult is required for every 10 students. Adults are charged at the discounted group rate of \$10 each unless otherwise specified by the Cottage, or if eligible for free admission.

Refunds, Tardiness, and Cancellations

- Tours will occur rain or shine.
- We require 21 days advance notice to reschedule your tour or program. All school groups are limited to one rescheduling request.

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- If your school group is late, we reserve the right to shorten your program as necessary in order to avoid interfering with other scheduled tours. ***If your school group is more than 30 minutes late, President Lincoln's Cottage reserves the right to cancel your program without refund or possibility of rescheduling.***
- President Lincoln's Cottage ***will not*** extend its operating hours to accommodate tardy groups. Tours will be shortened or cancelled according to the above guidelines.
- Always give yourself extra travel time and plan for unforeseen circumstances. President Lincoln's Cottage is not responsible for tardiness due to traffic, city events, and/or any other issues encountered while traveling to the site. If any problems arise on the day of your scheduled program, please contact the Visitor's Center at 202-829-0436 x 0 to speak to an attendant.
- **Tour Logistics**
- To access the property, enter the Eagle Gate, at the intersection of Rock Creek Church Rd. and Upshur St.
- All groups must check in at the Museum Shop in the President Lincoln's Cottage, Robert H. Smith Visitor Education Center.
- Ample, on-site bus parking is available at no charge. Picnic tables are also available on a first come, first served basis.

To speak to someone regarding educational programs at President Lincoln's Cottage, contact the Education Department at 202-829-0436, ext. 224