



---

## School Group Reservation Form

School group tours consist of 25 or more students. One chaperone is required per ten students.

### Contact Information

School Name \_\_\_\_\_  
Educator Contact \_\_\_\_\_ Grade Level \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
County \_\_\_\_\_ School District \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_

### Billing Information (If different from above)

School Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

### School Category

Public     Private     Charter     Home School     Parochial

### Guided Student Group Tours

- Guided student group tours are available upon a first-come, first-serve basis. Reservations must be made at least two weeks prior to your visit.
- All guided tours last approximately ninety minutes to two hours.
- Guided tours are available at 10:00, 10:30, and 11:00 a.m. Tuesday through Friday.

### Please select the type of tour that is appropriate for your student group.

- Journey to Freedom; Grades K-2
- North Star; Grades 3 and 4
- Early America: Geography, Economics, and Slavery; Grades 5-8
- Coming of the Civil War; Grades 5 and 8
- Resistance: *Unfreedoms*, Past and Present; Grades 8-12

### Self-Guided Student Group Tours

- Self-guided student group tours are available Tuesday through Friday beginning at **12:00 p.m.**, and any time on Saturday.
- Reservations must be made at least two weeks prior to your visit.

**Please select if you want a self-guided tour.**

Self-guided tour



**Visit Details: Please Initial Each Line**

- \_\_\_\_\_ Please arrive 15-minutes prior to your scheduled tour and/or visit for check in and orientation. Students must remain on the bus until the group coordinator has registered at the front desk.
- \_\_\_\_\_ One complimentary chaperone ticket is allowed for every ten student tickets purchased. The fee for adults over the 10:1 ratio is \$9.00 per ticket.
- \_\_\_\_\_ Chaperones must remain with their group throughout the visit. Chaperones are required to manage their groups. The Freedom Center reserves the right to remove any unruly groups.
- \_\_\_\_\_ Flash and video photography is prohibited within the Freedom Center.
- \_\_\_\_\_ Groups can not use the audio head sets.
- \_\_\_\_\_ The Freedom Center no longer has available storage for backpacks, phones, coats, and sack lunches. These items must remain on the buses. The Freedom Center is not responsible for any lost or stolen items.
- \_\_\_\_\_ Due to capacity restraints, the Freedom Center does not provide accommodations for eating sack lunches inside the building. Groups may eat off sight or outdoors before or after their tour.
- \_\_\_\_\_ Buses may drop off visitors at the 2<sup>nd</sup> Street/group entrance of the building but are then asked to seek off-site parking. There is a \$20.00 cash parking fee for each bus. This fee is not associated with the Freedom Center. Payment should be made directly to Central Riverfront Parking (513-946-8100) on the day of your visit.

**Special Needs**

Please list any special needs that your group may have such as wheel chairs, personal listening devices, etc.

---



---

**Tour Date**

- Desired date of tour \_\_\_\_\_  Arrival Time \_\_\_\_\_
- Second option (if first option is booked) \_\_\_\_\_  Arrival Time \_\_\_\_\_

**Student Group Rates**

\*Note: Rates are subject to change without notice

	Rate		Number		Total Cost
Students	\$6.00	X	_____	=	\$ _____
Chaperones(1:10)	Free	X	_____	=	\$ _____
Additional Adults	\$9.00	X	_____	=	\$ _____
Total Cost					\$ _____

How many buses will accompany your group? \_\_\_\_\_



**Payment**

- Payment is due 14 days prior to your visit.
- All sales are final. Groups that no-show or arrive with fewer visitors than originally booked will not receive a monetary refund. Groups will receive ticket refunds only.
- Purchase orders (POs) for the full amount of student admissions will be accepted for school groups. The official PO or PO copy for the entire balance must be on file at least two weeks prior to your visit . The PO amount and final payment amount must match.
- You will receive a confirmation within five business days of submitting your application. If you do not receive this confirmation, please call 513-333-7737.
- Cash, check, credit card, money order, and travelers check are also accepted.

**Payment Method**

Please check the method of payment and return to address below.

- Check or Purchase Order     Travelers Check     Money Order  
 American Express     Visa     Discover     MasterCard

Credit card number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on credit card \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**How did you hear about the Freedom Center?**

Any specific description of information and/or decision source is very helpful to us. Thank you.

- Publication Advertisement     Newspaper/Publication Article  
 News Story  
 Word of Mouth from Other Teachers     Word of Mouth from \_\_\_\_\_  
 Freedom Center Staff Member  
 Tradeshow/Convention (please identify organization; location) \_\_\_\_\_  
 Educator Email Newsletter  
 Freedom Center General Email Newsletter  
 Freedom Center Website     Other Website (list please) \_\_\_\_\_  
 Search Engine 'search' (search words?) \_\_\_\_\_  
 Freedom Center Banners on Side of Building  
 Other Source (list) \_\_\_\_\_

**Signature Confirmation**

I have read and understand the regulations and procedures for a group visit to the Freedom Center. You must sign below to reserve a group tour.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Visit Options

### Box Lunches

The **North Star Café** provides accommodations for delicious box lunches. If you are interested in purchasing box lunches for your group prior to your visit, please contact the Café's Manager, Cindy Elam at (513) 333-7744 or [manager@cafenorthstar.com](mailto:manager@cafenorthstar.com).

### Souvenir Gift Bags

Following your tour, please set aside time to visit the Freedom Center **Gift Shop**. Your students and chaperones will find a variety of Fair Trade merchandise from around the world. Individual souvenir gift bags and educational materials for the classroom can be purchased prior to your visit by calling the Gift Shop's Manager, James Tecco at 513-333-7548 or [jtecco@nurfc.org](mailto:jtecco@nurfc.org). Gift Shop merchandise can be purchased online at any time at [www.freedomcentergiftshop.org](http://www.freedomcentergiftshop.org).

### Historical Re-Enactors

To promote the history of the African American experience; our re-enactments embody the heritage and culture of black folk during the days of bodily slavery. Our mission is to educate and inspire your students through the rich tradition of storytelling. If you are interested in bringing part of the Freedom Center to your students, please contact Novella Slaughter (513) 333-7561 [nslaughter@nurfc.org](mailto:nslaughter@nurfc.org) , or Christopher Miller (513) 333-7562 [cmiller@nurfc.org](mailto:cmiller@nurfc.org) .

### Other Information

For a description of tours, exhibits, guest speakers, special events, volunteering, directions, parking, memberships, lesson plans, activities, and donations, please visit the Freedom Center website at [www.freedomcenter.org](http://www.freedomcenter.org)

**Please return the first 3 pages of this form and payment to:**

National Underground Railroad Freedom Center  
Attn: Group Sales Department  
50 East Freedom Way  
Cincinnati, Ohio 45202

Phone: 513-333-7737; Fax: 513-333-7725; Email: [groupsales@nurfc.org](mailto:groupsales@nurfc.org)  
Website: [www.freedomcenter.org](http://www.freedomcenter.org)