

School Group Reservation Policies and Pricing Information

- As a public garden, Coastal Maine Botanical Gardens welcomes all groups, however, in order to fully accommodate each group, we require school groups (both self-guided or guided) to book **at least two weeks in advance**; in return we provide your school group with a classroom space (indoors or out) to call home for the day.
- Please contact Erika Huber at ehuber@maingardens.org or call 207-633-4333 ext. 151 to schedule your visit.
- School groups that do not book through the Education Center will be directed to the Visitor Center to pay the regular daily rate and are not guaranteed a classroom space.
- Field trip days at the Gardens are typically Wednesdays, Thursdays and Fridays as available. If you have another day in mind, please feel free to contact us to check availability.
- School groups may not exceed 50 students/10 chaperones on any given day. This works out to one bus—we cannot accommodate more than one bus per day.
- We require a 1:5 ratio of chaperone: student, regardless of age of the group. Our expectation is that chaperones will remain with students at all times.
- Discounted group admission for schools is \$90 per class (not to exceed 25 students per class).
- Teachers and chaperones that are required in order to meet the 1:5 field trip ratio, are admitted free of charge. Any additional adults above this ratio, will be charged the adult group admission rate of \$11.

School Group Reservation Policies and Pricing Information (cont'd)

- Non-traditional groups that have a smaller than average class size, please call for pricing.
- We require one form of payment. We accept purchase orders, cash, credit card, or organizational check.
- Adult chaperones arriving apart from the school bus should be included in the one payment.
- Groups should designate a group leader to meet the Gardens staff on arrival and process admissions.
- If you have reserved a tour for your group, but arrive late the day of your visit, the Gardens reserves the right to modify your tour to fit the adjusted time frame.
- Please notify us if your group includes students with special needs. You will be contacted by a staff member to discuss possible accommodations. Our Central Gardens are ADA compliant. We have a limited number of wheelchairs for loan on a first-come, first-served basis.
- Lincoln County schools have free admission on the first Wednesday of every month. We have a special admission policy for Rocky Channels AOS school groups— please call for more information; reservations are still required.
- Our policy is that on entering the Gardens, you grant permission for us to use your image for promotional purposes. Please notify us in writing of any exceptions prior to your visit.