



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** through the Education Department; in return we provide your school group with a classroom space (indoors or out) to call home for the day. **Please email fieldtrips@mainegardens.org or call Erika Huber, Youth and Family Program Coordinator, at 207-633-8031 to schedule your visit.**
- School groups that do not book through the Education Department will be directed to the Visitor Center to pay the regular daily rate and are not guaranteed a classroom space.
- The 2018 field trip season runs from April 18-October 31. Field trips can be booked daily, with the exclusion of Mondays and Fridays during the summer months. Please note: summer dates are on an "as available" basis.
- 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. If your school group is larger than this, we encourage you to make your reservations early so that we divide your visit into two days.
- We require a 1:5 ratio of chaperone: student, regardless of the age of the group. Our expectation is that chaperones will remain with students at all times. Chaperones should be assigned to groups of five students or fewer, before arriving at the Gardens.
- Discounted group admission for schools is \$95 per class (not to exceed 25 students per class).
- The discounted group admission for school groups includes the admission for teachers and chaperones that are required in order to meet the 1:5 (adult: child) field trip ratio for visiting school groups. Any additional adults above this ratio will be charged our standard group admission rate for adults of \$12/each.
- 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.

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- 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 timeframe.
- 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 upon 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.