



## Field Trip Reservation Policies and Pricing Information

### General Information

- As a public garden, Coastal Maine Botanical Gardens welcomes all groups; however, in order to fully accommodate each group, we require field trip groups (self-guided or guided) to book at least two weeks in advance through the Education Department. In return, we'll provide your group with a classroom space (indoors or out) to call home for the day.
- Field trip groups that do not book through the Education Department will be directed to the Lerner Visitor Center to pay the regular daily rate and are not guaranteed a classroom space.
- The field trip season runs from May-October, Sunday-Saturday.
- [Check out our current COVID policies here.](#)

### Booking Your Visit

- Please fill out our Field Trip Reservation Request Form to book your visit.
- If you have further questions, call Bridget VerVaet, Youth Programs Educator, at (207) 633-8037 or email [fieldtrips@mainegardens.org](mailto:fieldtrips@mainegardens.org).

### Attendance

- Due to spacing constraints, we request that groups not exceed 100 students on any given day. If your school group is larger than this, we encourage you to make your reservations early so that we can divide your visit into multiple days.
- We require a 1:5 adult-to-student ratio, 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.
  - One-on-one ed techs and bus drivers are not included in the 1:5 ratio, and their admission is comped.



## Pricing

- Our group admission rate for schools is \$95 per class (not to exceed 25 students per class). Ask about subsidies for admission and bus transportation for qualifying schools.
  - The discounted group admission for field trip groups includes the admission for all teachers and chaperones needed to meet the 1:5 adult-to-student ratio for visiting field trip groups.
  - Any additional adults beyond the 1:5 ratio will be charged our field trip admission rate for adults (\$12/each).

## Payment

- We request one form of payment. We accept purchase orders, cash, credit card, or organizational check.
  - Groups should designate a group leader to meet Gardens staff on arrival and process admissions.
  - Adult chaperones arriving apart from the school bus should be included in the one payment. The group leader should collect this payment beforehand.
- If you are unable to pay on the day of or in advance of your trip, we request that you submit your payment within 30 days of your visit.
- Lincoln County schools have free admission on the first Wednesday of every month. We have a special admission policy for AOS 98 school groups—please call for more information; reservations are still required.

## During Your Visit

- If you have reserved a guided program 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 and scooters for loan on a first-come, first-served basis.
- Our policy is that on entering the Gardens, you grant us permission to use your image for promotional purposes. Please notify us in writing of any exceptions prior to your visit.