

# LYNX

## exhibits

300 W San Antonio Ave, El Paso, Texas 79901 • 915-533-4330 • 915-533-1344 fax • LynxExhibits.com

### GROUP RESERVATION INFORMATION

A group is 15 or more people – any combination of students, teachers, and chaperones. Group rate is available with advance registration only. For groups less than 15 people there will be a \$75.00 minimum charge.

#### Museum Etiquette

Please discuss the following with your students and chaperones prior to your visit:

- **DO enjoy your visit!** It is fine to be enthusiastic and to talk about what you see.
- LYNX EXHIBITS is a public space, so there may be other visitors or groups having tours during your visit. Please keep your voices reasonably low and be aware of others around you.
- **No running inside.** Please move carefully through the exhibit.
- **Photography *without* flash is allowed, but video recording is prohibited.** This includes all forms of photography and video recording, including cell phones!
- **All cell phones and musical devices should be switched off or set to vibrate.** If you must make or receive a phone call, please step outside.
- No food, drink or chewing gum is allowed inside the exhibit. Please leave all water bottles and chewing gum on the school bus.

#### Visiting the Gift Shop

- Please plan on visiting the gift shop as part of your field trip. We have souvenir items to fit every budget, with prices starting at \$1.00.
- Any breakages must be paid for at the time of the mishap.

#### Before Your Visit

- When possible, please make a preliminary visit to the exhibition so you will be familiar with it. Mention that you are a teacher to receive the school rate. Save your receipt as proof of payment and you will not be required to pay again.
- We have recommended pre- and post-visit classroom activities and fun facts for teachers available on our website, LynxExhibits.com.

#### Day of Visit

- **It is important that you arrive promptly at your scheduled reservation time to avoid confusion and delay.**
- Please leave bags, backpacks, coats, etc. on the bus as we do not have a coat or bag check available.
- Teachers and adult chaperones are responsible for group supervision during the entire visit.
- Large groups may be divided into smaller groups of 30-40 students. Please be prepared for this when you arrive.

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## IMPORTANT INFORMATION

Due to an unacceptable rate of last-minute cancellations, LYNX EXHIBITS has been forced to implement new reservation policies. All reservations are subject to a verbal confirmation. LYNX will contact you via telephone in advance of your reserved tour to confirm date, time, total number, and method of payment. We will try two (2) times to contact you, and will leave a message if we do not reach you. Please call us back. Any reservations not verbally confirmed at least seven (7) days before tour date will be cancelled and charged a \$100 cancellation fee.

### Payment Policies

The student group rate is \$5.00 per admission, and every person in the group must purchase admission to enter the exhibit – students, teachers, parent chaperones, bus drivers, etc. This applies to 3 year-olds in pre-K groups who reserve a date, are assigned a tour guide and participate in a classroom activity.

- 1. CASH** We require groups to pay cash in a single transaction. Please have all money collected in advance of your arrival and designate someone to pay for the entire group before your tour begins. This applies to parent chaperones who accompany groups but are not included on the school check or PO. A parent leader should collect from all other parents and pay in a single transaction before joining the tour.
- 2. CHECKS** Please make checks payable to LYNX EXHIBITS. Checks should be made out for the exact amount to cover the number attending on field trip day. LYNX is not able to issue refunds for check overages.
- 3. POs** Please fax a copy of the completed purchase order to 915-533-1344 within seven (7) days of booking a tour. Please bring the original PO on field trip day. We will issue a receipt to the group leader, and mail an invoice directly to the address on the purchase order.

In an effort to improve our exhibitions, facilities, policies and educational resources, we would appreciate your feedback. Please visit [www.LynxExhibits.com/contact\\_us](http://www.LynxExhibits.com/contact_us)