

School Tour Policies

1. Time

- Plan to arrive at least **ten minutes prior to the scheduled start of your tour.**
- **Allow one hour for your visit.** Travel, restroom, snack break and processing of admission is not included in the allotted hour on your confirmation sheet. PLEASE PLAN ACCORDINGLY.
- We will try to accommodate late groups. We reserve the right to delay, shorten, or cancel programs for late-arriving groups. We will not delay groups that are on time for groups that arrive late.
- **A minimum cancellation notice of 24 hours is required.**

2. Chaperones

- **Students should never be without direct adult supervision.** One chaperone 18 years or older is required for every ten students.
- **Teachers and Chaperones are responsible for students at all times and are expected to comply with all museum policies.**
- **Please develop a plan for dividing your group before your arrival.** No more than 15 people are allowed per group at the Gallier House and 20 people at the Hermann-Grima House. The maximum number of people allowed per visit at the Gallier House is 45 and 60 at the Hermann-Grima House. Please plan an easy, efficient method of dividing your class into smaller groups. You know your students better than we do!

3. Museum Policies

- **No photography or videotaping is allowed inside our historic house museums.** Photography is allowed in the courtyard areas of our properties. All chaperones and teachers are expected to follow this policy.
- **There is no available on-site parking.** There is public parking located within walking distance of the museums. Please [contact us](#) for more information.
- **All students, teachers, and chaperones must stay with their group.**
- **All cellphones must be off, on silent, or on vibrate.** If it is necessary for a teacher or chaperone to make a call or answer a call, please step out of the museum so as not to disturb the groups or other visitors to the museum.
- **Food and beverages are not allowed in the museums.** If your group plans to bring lunch, please let us know so we can assist you with locating a picnic area.

- **Payment in full is due by the date and time of your visit.** Checks, cash, and credit cards are accepted. Tour tickets for chaperones must be purchased or reserved prior to the day of the tour.

Feel free to contact us at 504-274-0751, 504-274-0746, or education@hgghh.org with any questions or concerns regarding your visit.