Steps
for Successful SCHOOL/YOUTH TOURS

Welcome! We look forward to your visit.

Creating Groups
- Maximum number of students per visit is 60 due to the capacity of our facility and exhibits.
- Before entering the museum, divide students into smaller groups of equal numbers and assign chaperones to stay with each group. Small groups should be a maximum of 15 students. This makes for a smooth entry.

Chaperones
- Please bring 1 adult chaperone per 6 students. Because we ask your chaperones to do important group management work, they receive free admission! Additional chaperones pay the normal admission rate, unless they are Multnomah County residents with valid ID.
- Chaperones are asked to:
  - keep the assigned group together and stay with them at all times: at admissions, during the tour and lunch, and while departing;
  - assist groups with teacher-led or docent-led activities and bring groups back to the whole class when asked;
  - direct assigned students not to touch or lean on the walls, cases, and artifacts to help preserve a museum’s delicate space and objects;
  - remember that students’ questions and answers come first; and
  - tuck away cell phones.
- Non-flash photography is allowed in some exhibits. Signs are posted where photos are not permitted.

Entrance, Drop-off and Pick-up & Parking
- The Oregon Historical Society is located at 1200 SW Park Avenue in downtown Portland.
- To keep traffic flowing on SW Park Ave., please ask the bus driver to drop-off and pick-up students on SW Madison St., between SW Park Ave. and SW Broadway St.
  - After the students get off the bus, please enter quietly through our main entrance, located at 1200 SW Park Ave. and check in at the front desk.
  - OHS does not have a parking lot. Many parking options are available in the downtown.
  - OHS is readily accessible by bus, MAX, and the Portland Streetcar. Contact Tri-Met.
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Storage
- After check-in, museum staff will direct you to storage for backpacks, outerwear, lunches, and water bottles, as these items are not permitted in the exhibits.
- Adults may use the lockers by the main entrance to store purses and small bags. The fee is .25 cents, which is refundable upon placing the key back in the lock.

Lunches
- Lunch is eaten on the bus, outdoors on the patio, or across the street in the Park Blocks. The patio is for seated eating. The Park Blocks are perfect for more vigorous activity.
- During inclement weather (steady rain or snow), students may eat lunch in the Lower Level if reserved in advance.
- If eating in the Lower Level, students may drop off their lunches in the lunchroom prior to the start of the tour.

Protecting Our Museum and Collections
- Touching harms artifacts due to the oils on your fingers and the fragility of objects.
- Pencils only. If you intend to write, please bring a hard surface to write on and do not use exhibits for this purpose.
- All drinks and food — including gum — are only allowed outside or in the Lower Level lunchroom.
- Walking only.

Phones
- With their teacher’s permission, students may bring their cell phones, but they must be turned off during the tour and may only be used when the teacher or docent gives them permission to use them.

Museum Store
- Since many children come from families with limited incomes, school groups are not permitted in the Museum Store.

Contacts
- For Group Tour assistance, contact our Museum Education Assistant at 503-306-5251 or Education@OHS.org.
- For Traveling Trunk assistance, contact our Youth Educator at 503-306-5223 or Education@OHS.org.
- For general museum information, contact Visitor Services at 503-306-5100.

Museums within Walking Distance of the Oregon Historical Society
Portland Art Museum, 1219 SW Park Ave., Portland, OR 97205; (503) 226-2811
https://portlandartmuseum.org/

Wells Fargo History Museum, 1300 SW 5th Ave., Portland, OR 97201; (503) 886-1102
https://www.wellsfargohistory.com/museums/portland/