



OLD IDAHO  
**PENITENTIARY**  
/ IDAHO STATE  
HISTORICAL SOCIETY

# FIELD TRIP CONFIRMATION

## Education Groups

### IMPORTANT:

- ◆ Check your confirmation email to ensure your tour date and time are accurate.
- ◆ Allow at least 1 hour for your program. If your group arrives more than ten minutes late for a guided tour, guides may no longer be available.
- ◆ Dress for an outdoor experience and wear comfortable, practical walking shoes.
- ◆ Visitors should not attend if they are sick or exhibiting any cold or flu-like symptoms.

Fill out completely at the time of your arrival to ensure accuracy:

\_\_\_\_\_ Total number of students

\_\_\_\_\_ Total number of adults (not teachers or bus drivers)

x \$2 per person =

\$\_\_\_\_\_ Total admission fees due

\_\_\_ Cash \_\_\_ Check \_\_\_ Purchase Order \_\_\_ Invoice Check or P.O. # \_\_\_\_\_

\_\_\_ Ray Knight Memorial Scholarship \_\_\_ Card

\_\_\_\_\_ Total number of teachers and bus drivers (at no cost)

**Admission Fees:** Payment needs to be made in one lump sum in advance or at the door. **Please make checks payable to: ISHS (Idaho State Historical Society).**

**Changes/Cancellations:** Please call at least four weeks in advance to make changes to your program date and/or time. For programs in April or May, please call as soon as possible.



(208) 334-2844 kelsey.wong@ishs.idaho.gov

HISTORY.IDAHO.GOV

**Dear Old Idaho Penitentiary Field Trip Organizer,**

Your signature at the bottom of this page acknowledges that you have read, understood, and shared these instructions with all teachers, students, and chaperones.

1. The Old Idaho Penitentiary is a museum. Please be respectful and follow all site rules: No food, gum, candy or drinks (**water is okay**), no backpacks, no running or climbing, no pets are permitted on site.
2. **Do not enter the site if you are sick.**
3. We recommend scheduling at least 1 hour for Old Idaho Penitentiary tour programs (guided or self-guided)
4. You will have at least one teacher/chaperone per eight students (1:8). Your group cannot exceed more than one teacher/chaperone per four students (1:4). Having too few or too many chaperones is not appropriate for our programs.
5. Chaperones and teachers are there to assist with students. **They must arrive with the group; those who arrive later will not be admitted.** Everyone will stay with the group at all times. **Bringing infants or toddlers or younger children is not appropriate.**
6. Payment – You can pay by check, cash or credit card (Visa or Mastercard). **Entire payment, including your chaperones' admission, must be collected at the time of your visit.**
7. You must provide us with the final number of students and chaperones no less than one week in advance of your field trip. Please see the “Group Number to Guide Key” on previous page.
8. Guided tours are only available for fourth grade or higher. Old Idaho Penitentiary guided tours are not always age appropriate for those younger than age 10.
9. **Buses must park in the gravel parking lot at the base of the Foothills Trail Head. Buses that come to the upper parking lot will not be permitted to de-bus students, unless special arrangements have been made in advance.**
10. All incidents/injuries should be reported to Old Idaho Penitentiary staff immediately!

-----  
Print Name

-----  
School Name

-----  
Signature

-----  
Date

# Old Idaho Penitentiary Bus Driver Map

Teachers: Please make copies of this page for each bus driver

## **Very important! Bus Parking:**

Please do not bring buses up to the entrance area.

Follow signs and **turn left** before the Idaho Botanical Garden (in front of the two flag poles) to the **bus parking area** behind the Bishops' House. For safety reasons, buses proceeding up to the entrance will not be allowed to unload and will be directed back to the bus parking area. This may cause your class to lose time for their planned program.

