



OLD IDAHO
PENITENTIARY
/ IDAHO STATE
HISTORICAL SOCIETY

GUIDED FIELD TRIP CONFIRMATION

Education Groups

IMPORTANT:

- Review your confirmation email to verify that your tour date and time are correct.
- Plan for at least **one hour** for your program. Groups arriving more than **10 minutes late** for a guided tour may not have a guide available.
- Dress appropriately for an outdoor experience and wear comfortable, practical walking shoes.
- Please do not attend if you are sick or experiencing cold or flu-like symptoms.

_____ Total number of students

_____ Total number of adult chaperones (not teachers or bus drivers)

X \$3 per person =

\$_____ Total admission fees due

☐ Cash ☐ Card ☐ Check ☐ Purchase Order ☐ Invoice

☐ Ray Knight Memorial Scholarship | Check or P.O.# _____

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

Admission fees: Payment must be made as a single lump sum either in advance or upon arrival. Please make checks payable to **ISHS (Idaho State Historical Society)**.

Changes/Cancellations: Please notify us at least **four weeks in advance** if you need to change your program date or time or cancel your reservation. For programs scheduled in **April or May**, please contact us as soon as possible, as these months fill quickly.



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Dear Old Idaho Penitentiary Field Trip Organizer,

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

1. The Old Idaho Penitentiary is a museum. Please help us preserve the site by following all rules: no food, gum, candy, or drinks (water is permitted), no backpacks, no running or climbing, and no pets.
2. If you are sick, please do not enter the site.
3. We recommend scheduling at least one hour for your visit, whether guided or self-guided.
4. Groups must maintain and not exceed a ratio of **one chaperone for every five students (1:5)**.
5. Teachers and chaperones are responsible for supervising students throughout the visit. They must arrive with the group; late arrivals will not be admitted. Everyone must remain with the group at all times. Infants, toddlers, and younger children should not accompany field trips.
6. Payment may be made by cash, check, Visa, or Mastercard. Full payment, including chaperone admission, is due at the time of your visit.
7. Your final student and chaperone count must be submitted at least **one week before** your field trip.
8. Guided tours are available for **fourth grade and above**. Tour content is generally not appropriate for children younger than 10 years old.
9. Buses must park in the gravel lot at the base of the Table Rock Trailhead. Unless prior arrangements have been made, buses may not unload students in the upper parking lot.
10. Please report all injuries or incidents to Old Idaho Penitentiary staff immediately.

Print Name

School Name

Sign Name

Date

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

Important Bus Parking Information

Please do **not** drive buses to the Old Idaho Penitentiary entrance area.

Follow the signs and turn left at the roundabout to access the designated bus parking area behind the Bishops' House. For safety reasons, buses that proceed to the entrance will not be permitted to unload students and will be directed back to the bus parking area.

This may result in a delay and reduce the time available for your scheduled program.

