



## FIELD TRIP AGREEMENT

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SCHOOL NAME \_\_\_\_\_ FIELD TRIP DATE \_\_\_\_\_

Please read carefully and share with other teachers before your visit. The lead teacher should initial the blanks below. Include this form with your payment or bring it with you on the day of your field trip. We must have a signed copy of this agreement on file before your visit begins.

### CANCELLATION & REFUND POLICY

1. **NO REFUNDS WILL BE GIVEN FOR ABSENT STUDENTS.** \_\_\_\_\_
2. A field trip may be cancelled with full refund up to two weeks prior to your scheduled visit.
3. A field trip cancelled with less than two weeks' notice of the scheduled date will not be refunded. You may either reschedule the field trip or receive a credit toward future field trips.
4. Dallas Heritage Village will be open rain or shine. Field trips cancelled by a school representative due to weather will be either rescheduled or a credit will be given toward future field trips. They will not be refunded unless your scheduled date occurs within six weeks of the end of the school year.
5. Field trips cancelled by Dallas Heritage Village for adverse weather or other conditions beyond our control will receive a full refund.

### SPECIAL EVENT DAYS CANCELLATION & REFUND POLICY

1. **A \$50 non-refundable deposit is due within 10 days of booking the program.** \_\_\_\_\_
2. The balance is due **one month** before your field trip.
3. The field trip may be cancelled with full refund (less the deposit) up to **one month** before the field trip.
4. Any field trip cancelled with less than one month's notice of the scheduled date will not be refunded. You may either reschedule the field trip or receive a credit towards future field trips.

### FIELD TRIP GUIDELINES

1. The Village is best experienced at your and your students' own pace. All field trips are self-touring, and a guide will not be provided.
2. The ratio of students to adults should be 10 to 1.
3. **CHAPERONES MUST STAY WITH THEIR GROUP OF STUDENTS AT ALL TIMES; THEY ARE RESPONSIBLE FOR THE SAFETY AND BEHAVIOR OF THEIR GROUP.** \_\_\_\_\_
4. You may picnic in our designated picnic area called "Nancy's Garden." Please help us keep our grounds clean by disposing of all trash.
5. **IN THE EVENT OF SEVERE DAMAGE TO A BUILDING OR ARTIFACT, THE SCHOOL WILL BE HELD FINANCIALLY RESPONSIBLE.** \_\_\_\_\_
6. Dallas Heritage Village reserves the right to request any person or group of people to leave the museum without a refund.
7. No food and only closed bottle drinks are allowed in the buildings.
8. Remember Dallas Heritage Village is an outdoor museum. Please encourage all field trip participants to dress appropriately for the weather.
9. When making your reservation, you are giving Dallas Heritage Village permission to photograph or videotape you and your students for publication and marketing purposes.
10. For the safety of students and the museum's livestock, farm animals should not be fed or petted unless supervised by museum staff.

All teachers and school staff attending the above mentioned field trip must sign this document prior to your scheduled visit.

I have read this document and agree to abide by its terms. I understand that I and my school will be held responsible for my students and guests.



**Name**  
(Required)

**Signature**  
(Required)

**E-mail**  
(Optional—When you share your e-mail, Dallas Heritage Village will keep you informed about programs important to educators. To receive our e-newsletter and other information about the Village, please check the box.

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If you have any questions or concerns regarding the guidelines outlined in this document please feel free to contact the Reservations Coordinator at 214-413-3674 or [reservations@dallasheritagevillage.org](mailto:reservations@dallasheritagevillage.org) .

For more information on your visit to Dallas Heritage Village, please check out our website at [www.DallasHeritageVillage.org](http://www.DallasHeritageVillage.org) and click “Field Trips.”

# Helpful Hints for your Dallas Heritage Village Field Trip

- ❖ Pre-and Post-Visit materials are available on our website: [www.DallasHeritageVillage.org](http://www.DallasHeritageVillage.org), click “Field Trips.”
- ❖ Field trips can begin checking in at the Ticket Office at 9:30 a.m.
- ❖ Upon arrival, please have one person from your school sign in at the Ticket Office.
- ❖ Your students will be directed by museum staff to an area of the Village to receive a brief orientation, where you will also receive the supplies necessary for your field trip.
- ❖ Teachers and chaperones will be given a map of the grounds for touring. Your museum visit is self-guided and self-paced.
- ❖ **Throughout the grounds, you’ll meet various characters from the past. For those who have visited us before, some characters will be in different locations, and locations that were previously staffed may not be. Approximately the same number of characters will be available for your students to meet—they’ll just have a new story to share with you.**
- ❖ All History Hunts are TEKS-aligned. Answers to the questions are available in the Ticket Office.
- ❖ Please do not allow students to tour buildings unattended. It is important for an adult to stay with students at all times, with an adult entering a building first, followed by the students.
- ❖ Though we certainly look like a park, please instruct children not to run through the grounds. Our grounds are uneven, and we would hate for anyone to go home with a skinned knee.
- ❖ The buildings at Dallas Heritage Village and the objects within are all more than 100 years old. Please help us preserve these treasures by not touching artifacts behind barriers or hanging or jumping on our buildings.
- ❖ Nip and Tuck, our Mammoth Jack Donkeys, may be providing carriage rides during your visit. Rides are 25¢ per rider and are available on a first-come, first-served basis. Donkeys do get tired, so please respect their limits.
- ❖ Students may want to bring spending money, as the Museum Store (inside the Ticket Office) has a variety of items for sale. Prices begin at 25¢, and there are many fun items for less than \$5. There are space limitations inside the Ticket Office so please be patient. You can also pre-order goodie bags.
- ❖ Picnic tables and plenty of green space are available in Nancy’s Garden. Because we cannot guarantee your group a picnic table, please bring a blanket or tarp for your students. In case of inclement weather, we make every effort to find an alternate eating location for your group. We do not have a place to store lunches. Please help us to keep our grounds tidy by disposing of all trash.

## Other Questions?

Check out our FAQ on our website: [www.DallasHeritageVillage.org/SchoolToursFAQs.aspx](http://www.DallasHeritageVillage.org/SchoolToursFAQs.aspx)  
Or contact our Reservations Coordinator at 214-413-3674 or  
[reservations@dallasheritagevillage.org](mailto:reservations@dallasheritagevillage.org)



*Dallas Heritage Village is located at Old City Park, 1515 South Harwood, Dallas, Texas 75215-1273. Bus parking is free with paid admission. Parking is only available in designated areas.*

**FROM THE NORTH**

**US 75 [Central Expressway] (McKinney, Plano, Richardson, etc.)**

Go south on 75 and take the I-30 West exit. Stay in the right lane on the service road and take the first exit, Ervay St. Turn left at St. Paul (the first traffic light), cross over the freeway and go past the old Ambassador Hotel. At the stop sign, make a slight left, putting you on Ervay St. Take the first left onto Gano. The entrance to the Village is on the left, across from City Park Elementary. After unloading all passengers, turn right onto St. Paul and then right into the bus parking area behind City Park Elementary.

**North Dallas Tollway (Plano, Addison, North Dallas, etc.)**

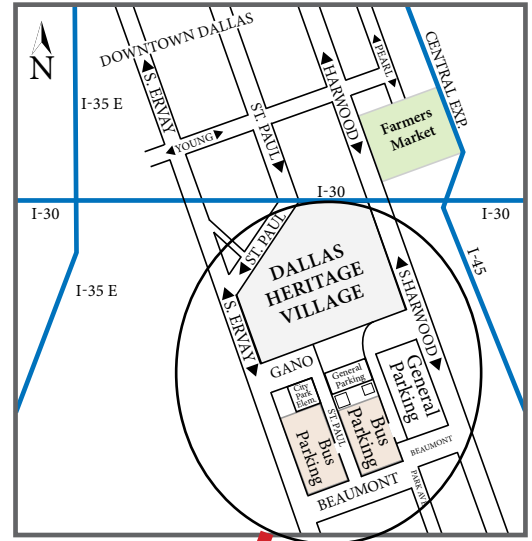
Go south on the Tollway through the main toll plaza. Take the I-35E South exit and follow the signs to I-30 East. Immediately after I-35E and I-30 East split, take the Lamar/Griffin exit and remain on the feeder road until Harwood St. (DO NOT MAKE ANY TURNS OR EXITS UNTIL HARWOOD.) Turn right on Harwood and right through the gates. The drop off area is on the right. After unloading all passengers, follow the drive around to the left and turn right into the bus parking area.

**I-35E [Stemmons Freeway] (Denton, Lewisville, Farmers Branch, etc.)**

**State Highway 114 [John W. Carpenter Freeway] (DFW Airport-North, Grapevine, etc.)**

**State Highway 183 [Airport Freeway] (DFW Airport-South Exit, Irving, etc.)**

Follow I-35E South to I-30 East. Immediately after I-35E and I-30 East split, take the Lamar/Griffin exit and remain on the feeder road until Harwood St. (DO NOT MAKE ANY TURNS OR EXITS UNTIL HARWOOD.) Turn right on Harwood and right through the gates. The drop off area is on the right. After unloading all passengers, follow the drive around to the left and turn right into the bus parking area.



**FROM THE SOUTH**

**I-35E [R. L. Thornton Freeway] (Austin, Waco, Waxahachie, etc.)**

**US 67 [Marvin D. Love Freeway] (Cleburne, Duncanville, etc.)**

Follow I-35E North to I-30 East. Remain in one of the 2 right hand lanes, the exit is immediately after I-35E and I-30 split. Take the Lamar/Griffin exit and remain on the feeder road until Harwood Street. (DO NOT MAKE ANY TURNS OR EXITS UNTIL HARWOOD.) Turn right on Harwood and right through the gates. The drop off area is on the right. After unloading all passengers, follow the drive around to the left and turn right into the bus parking area.

**I-45 [Julius Schepps Freeway] (Houston, Corsicana, etc.)**

**US 175 [C. F. Hawn Freeway] (Athens, Kaufman, etc.)**

**I-20 (Canton, Tyler, etc.)**

Take 45/75 North to the I-30 West exit. Stay on the access road and take the Ervay St. exit. Turn left on St. Paul, cross over the freeway, past the old Ambassador Hotel. At the stop sign, make a slight left, putting you on Ervay St. Take the first left onto Gano. The entrance to the Village is on the left, across from City Park Elementary. After unloading all passengers, turn right onto St. Paul and then right into the bus parking area behind City Park Elementary.

**FROM THE WEST**

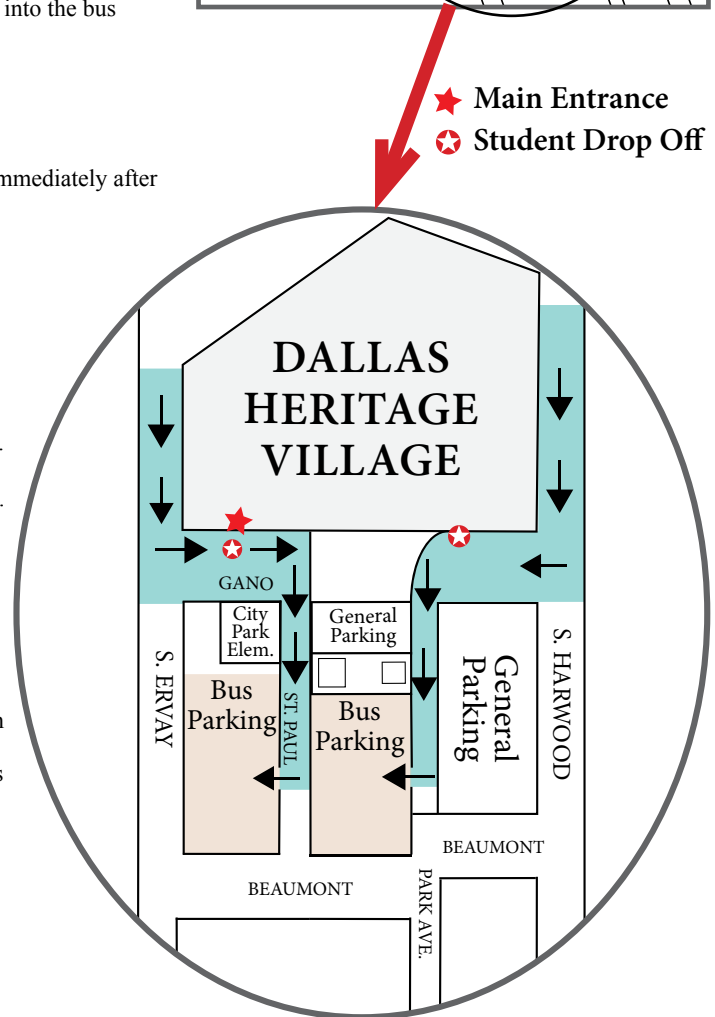
**I-30 (Fort Worth, Arlington, Grand Prairie etc.)**

Go east on I-30 and take the Lamar/Griffin exit. Remain on the feeder road until Harwood St. (DO NOT MAKE ANY TURNS OR EXITS UNTIL HARWOOD.) Turn right on Harwood and right through the gates. The drop off area is on the right. After unloading all passengers, follow the drive around to the left and turn right into the bus parking area.

**FROM THE EAST**

**I-30 [R. L. Thornton Freeway] (Texarkana, Mesquite, etc.)**

Go west on I-30 and take the Ervay St. exit. THIS IS A LEFT EXIT. Turn left on St. Paul, cross over the freeway, past the old Ambassador Hotel. At the stop sign, make a slight left, putting you on Ervay St. Take the first left onto Gano. The entrance to the Village is on the left, across from City Park Elementary. After unloading all passengers, turn right onto St. Paul and then right into the bus parking area behind City Park Elementary.



★ Main Entrance  
 ☆ Student Drop Off

**NOTE: Please pass on this information to all drivers.**

# Dallas Heritage Village Museum Store

1515 S. Harwood Street  
Dallas, TX 75215-1273  
Ticket Office: 214-421-5141 x.5448  
Fax: 214-428-6351

## Goodie Bag Order Form for Field Trips/Group Tours

School/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Date of Visit to Village: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Package A** Quantity \_\_\_\_\_ @ \$2.00 = \$ \_\_\_\_\_  
Marbles, Jacks and Wooden Nickel

**Package B** Quantity \_\_\_\_\_ @ \$2.25 = \$ \_\_\_\_\_  
Marbles, Yo-Yo and Wooden Nickel

**Package C** Quantity \_\_\_\_\_ @ \$3.25 = \$ \_\_\_\_\_  
Dominos, Marbles and Wooden Nickel

**Package D** Quantity \_\_\_\_\_ @ \$3.75 = \$ \_\_\_\_\_  
TX Stick Flag, Learning About Farm Animals book and Wooden Nickel

**Package E** Quantity \_\_\_\_\_ @ \$4.25 = \$ \_\_\_\_\_  
Fan, Marbles and Wooden Nickel

**Candy Stick** Quantity per package \_\_\_\_\_ @ \$0.25 = \$ \_\_\_\_\_  
May be added to any package for 25 cents each.

**TOTAL** \$ \_\_\_\_\_

- Order must be placed **2 WEEKS** prior to your field trip.
- Payment is due when order is picked up at the Village.
- Tax included in bag price.
- If items are unavailable they will be substituted for something of equal value.
- Complete the order form and FAX or EMAIL to:

Fax: 214-428-6351 or E-mail: [jdelmar@dallasheritagevillage.org](mailto:jdelmar@dallasheritagevillage.org)

*Confirmation of order will be sent via email.*