

Group Tour Guidelines

Thank you for the opportunity to introduce your group to the West Virginia University campus! In order to provide your group with the best possible experience, we request that you respect the following guidelines:

- You have received an itinerary for the day. Please make every effort to arrive on time to ensure that all scheduled activities can be accomplished. **If you are running late, please contact Susan Petsko at 304-293-3489.** In the event of a late arrival, we reserve the right to shorten or cancel the tour.
- Chaperones will be required to accompany the group throughout the visit. Please provide adequate adult supervision. Chaperones are responsible for monitoring the group and ensuring that behavior is appropriate. **Tour guides are not responsible for maintaining order or issuing discipline for your group.**
- Your visit will include a substantial amount of walking—rain or shine! Please encourage the group to dress for the weather and wear comfortable shoes.
- The individuals working with your group are volunteering their time, energy, and expertise. Please discuss with your group ways in which they can be respectful during their visit. (Refrain from using cell phones, iPods, etc. during your tour.)
- While your group is on campus, classes and meetings are being held. Please remind your group to be quiet when inside of buildings.
- In order to help maintain the appearance of campus, we ask that you keep the facilities you use free of trash. This is especially important to convey to the group during meal time.

Please sign this form and fax (304-293-6918) it to Susan Petsko no later than 48 hours before your visit. Provide a copy of the group tour guidelines to each chaperone.

I understand that as the group leader, I am responsible for making sure that my group follows these guidelines.

Tour Date

Signature

Date

Job Title

School Name