

**You must open the attachment to view your itinerary.
Please copy it and share with all group leaders.**

RULES: The following rules must be observed by everyone in your group, or you may be asked to leave:

- **Please sign in at each site before taking your group inside.**
- **If you are scheduled at the State Capitol or Governor's Mansion, please note the tour maximum is 35 total visitors per tour at the Capitol and group size must be finalized in advance for the Mansion. Please let CAVS know if there is any increase in your group numbers**
- Be quiet, orderly, and respectful.
- Chaperones must remain with their group at all times, including stops at gift shops and restrooms.
- No food or drinks are allowed.
- Do not touch displays.
- Selfie sticks are not allowed at the NC Museum of History.

DROP-OFF and PICK-UP:

- For GPS purposes, head to **16 W. Jones Street** in Raleigh for the bus unloading zone.
- Buses may unload and pick up on Jones Street between the history and science museums, across from the Legislative Building (see link to map in the "Parking" section below).
- Bus drivers must move their buses off the street once unloaded.
- **No vehicle idling is permitted.**

LUNCHES and LUNCH STORAGE:

You may purchase box lunches in advance from both museums. Contact two weeks before your visit for menu options and prices.

- Pharaoh's at the Museum of History (919) 807-7879.
- Acro Café at the Museum of Natural Sciences (919) 707-8060.

If you choose to bring your own lunches, you may unload them upon arrival.

- Lunch storage is accessible through the ground floor of the NC Museum of History. Enter the glass doors on the Jones Street side of the building to find the lunch storage room at the end of the hallway. **Access code 89632.**
- Lunch may be eaten at the outdoor picnic tables and on the plaza between the two museums. You are responsible for your own cleanup; bring garbage bags to collect trash for disposal.

Note: On days with inclement weather, you will need to eat lunch on your buses. Therefore, you must have a way to contact your bus driver. Lunch may not be eaten inside any of the sites.

PARKING:

If you park in an undesignated location, you will be towed at your own expense.

-Cars/Vehicles with less than 15 passenger capacity:

Four public parking decks are located within two blocks of the State Capitol. A small lot is also available behind the Museum of History; enter on Jones or Edenton Street (\$2/hr, \$16/lost ticket).

-Map:

<http://www.doa.nc.gov/Parking/documents/VisitorParking.pdf> (Downtown Raleigh map).

-Buses or 15-passenger vans :

- **Always place a phone number in the window of your bus/van in case of an emergency.**
- **DO NOT PARK IN LOT #20 next to the bus lot. This is a state employee paid lot.**
- **Automobiles and vans with less than a 15-passenger capacity are not permitted in the bus lot. No vehicle idling is permitted.**
- **BUS LOT** on the corner of Blount and Jones Streets (entrance from Jones- see map).
- **Alternative for tour buses if lot is full:** North Carolina Museum of Art lot, 2110 Blue Ridge Road (approximately five miles from downtown area). If you use this option, it is strongly recommended that you have telephone contact with your bus driver. Do not count on your drivers as chaperones.

RESTROOMS:

-You may use the restrooms at both museums and the Legislative Building; however, please ask the receptionist before taking your group inside.

-Restrooms **are not** available at the State Capitol or the Executive Mansion.

WEB RESOURCES:

-State Capitol: http://www.nchistoricsites.org/capitol/stat_cap/tour.htm

-Museum of History: <http://www.ncmuseumofhistory.org/>

Teacher resources including Scavenger Hunt and Writing Activity:

<http://ncmuseumofhistory.org/Learn/ForEducators/PlanaMuseumFieldTrip/PrevisitMaterials.aspx>

-Museum of Natural Sciences: <http://www.naturalsciences.org/>

FAQ with links to Chaperone Guide, Treasure Hunt, and Souvenir Information:

<http://programs.naturalsciences.org/field-trip-faq/>

The Executive Mansion and State Capitol visitor policies are designed to keep visitors and staff safe and secure and to preserve the collections, facilities, and historic buildings and grounds for generations to come. This concern is not simply for the security of the Governor and staff, but for the safety and security of everyone who visits here.

All visitors are required to go through a metal detector and be screened by security personnel. Adult visitors to the Executive Mansion may be required to present a picture ID.

State Capitol and Executive Mansion Prohibited Items:

Item	All Visitors	
	Capitol	Executive Mansion
Aerosol containers	Prohibited	Prohibited
Battery-operated electronic devices	Allowed (off mode only) <i>Medical devices are permitted.</i>	Allowed (off mode only)
Pointed objects (knitting needles, letter openers, etc.)	Prohibited <i>Pens and pencils are permitted.</i>	Prohibited
Bags larger than 14" wide x 13" high x 4" deep	Prohibited	Prohibited
Cameras	Allowed	Allowed
Cans and bottles	Prohibited	Prohibited
Creams, lotions, or perfumes	Allowed	Allowed
Electric stun guns, martial arts weapons or devices	Prohibited	Prohibited
Food or beverages of any kind	Prohibited	Prohibited
Guns, replica guns, ammunition, fireworks, Mace or pepper spray	Prohibited	Prohibited
Knives of any size	Prohibited	Prohibited
Cell phones	Allowed (Use limited to picture taking only)	Allowed (Use limited to picture taking only)
Non-aerosol spray	Prohibited <i>Prescriptions for medical needs are permitted.</i>	Prohibited
Razors or box cutters	Prohibited	Prohibited
Strollers	Allowed	Prohibited*
Video recorders or other recording devices	Allowed	Prohibited*

*Indicates items that may be checked at designated staging areas. A member of your group may be required to remain at the gate with the items.

Please note that the State Capitol Police and the Governor's Executive Protection Detail are authorized to make exceptions if a prohibited item is determined to be necessary and required to serve child care, medical, or other special needs.

Smoking is not permitted inside the Capitol or the Executive Mansion.

Emergency Procedures: In the event of an emergency, please follow the guidance of the State Capitol Police. To report an emergency or suspicious activity, please inform the nearest State Capitol Police officer.