

## VIRGINIA STATE CAPITOL

Teacher and Chaperone Guidelines (rev. June 2022)

The tour guides and legislative staff of the Virginia State Capitol are looking forward to your visit. In order that all visitors may have a pleasant and educational Capitol experience, please advise your group of the following guidelines. We appreciate your help!



- Please study pre-tour materials to prepare students for their Capitol visit. Materials can be ordered in advance from the House Information and Communications (HICS) Office and the Senate Legislative Information and Constituent Services (LINCS) office.
- All visitors are subject to security checks before entering the Capitol. It is recommended to leave all non-essential items, including backpacks and box lunches, on the bus. The Virginia Capitol Police will strictly enforce all safety and security guidelines.
- Cameras are permitted in the Capitol (we ask that the flash feature not be used).
- Encourage students to ask questions when they are invited to do so by the guides and legislative staff.
- Please monitor the students' behavior and remind them not to talk or play while tour guides or legislative staff are speaking.
- Assign chaperones to each group. One chaperone for every ten students is a good ratio.
- Please give a copy of this guide to chaperones before arriving at the Capitol.

### CAPITOL ARRIVAL, PARKING, AND DEPARTURE

- During the Capitol Visitors Center closure all visitors must use the west entrance of the Capitol.
- Buses, tour groups and other large multiple-passenger vehicles can unload on the eastern-most lane of 9th Street near the Capitol Square vehicular entrance. Buses drop off school and other groups at the Capitol at 9th street and can then park at the Department of [General Services Office of Fleet Management Services at 2400 W. Leigh St, Richmond, VA 23220](#).

- Please arrive 15 minutes before your scheduled tour time. Although we make every effort to be flexible with our guided tours and chamber presentations, your visit may be shortened if you are late.
- A group coordinator should check in with the Capitol security staff inside the Visitor Entrance.
- Please have students and chaperones divided into groups as discussed with tour coordinator.

## CAPITOL DECORUM

- In order to minimize hallway and stairwell congestion, the group should stay to the right and in single file.
- Keep your group together at all times. Running is not allowed inside the Capitol.
- If students need to use the restroom during the tour or chamber presentation, please have one adult escort them.
- Conversation should be kept to whisper level.
- Please set cell phones to vibrate.
- Food, chewing gum, and drinks are not allowed in the Capitol tour area. (Note: If students are bringing bag lunches, they must be prepared to eat them outside or on the bus. There is no storage area for lunches inside the Capitol.)