

Group Visit Guidelines

Thank you making a group reservation for the Putnam Museum. We hope you find the following to be helpful in preparation of your visit. Please read and share the following information.

Before You Visit

- The Putnam Museum will be open Monday through Saturday 10 am – 5 pm and Sundays 12pm - 5 pm. The Theater is currently closed weekdays unless you have scheduled a showing.
- Capacity is limited in the Museum to allow for social distancing. Group reservations are limited, contact us for details.
- Advanced registration is required for group pricing.
- **The safety of our visitors is our top priority. Visitors (age 2 and up) and employees are required to wear a face covering over the nose and mouth.**
- When planning your visit, note that a few interactives are unavailable at this time. Exhibits will be cleaned on a rotating basis during the day.
- Credit or debit cards are preferred and payment for groups must be done in advance or day of visit.

During Your Visit

- [Please enter through the Theater and Group Entrance located down the ramp on the west side of the building.](#)
- Please practice social distancing while awaiting admission.
- Please note the Giant Screen Theater and Snack Stop may be closed at this time unless you have arranged it for your visit.
- No food or drink is allowed inside the Museum. But is allowed by your designated lunch area.
- **Visitors (age 2 and up) and employees are required to wear a face covering over the nose and mouth.**
- The Putnam encourages social distancing. Please use the posted exhibit capacities as a guide. If the area you are in gets too crowded, you may choose to move to another area that is not as crowded.
- Staff will be cleaning exhibit galleries periodically throughout the day.
- **Please break up into smaller groups so other guests can enjoy the exhibits as well.**
- Please wash your hands frequently, use hand sanitizer, and please stay home if you feel sick or have any symptoms such as fever, cough, & shortness of breath.

Coronavirus Cautionary Measures

The Putnam has taken enhanced health and safety measures for you, our other guests, and our employees. Please follow all posted instructions while visiting the Museum. COVID-19 is a contagious disease with potentially severe consequences. An inherent risk of exposure to COVID-19 exists in any public place where people are present. By visiting the Putnam Museum and Science Center you voluntarily assume all risks related to exposure to COVID-19.

Check-in and Group Introduction

Upon arrival, one group leader should check in at the Ticketing Counter to report your final count of students and adults. All groups will receive a ten-minute meet & greet with museum staff prior to entering the exhibitions. During this brief talk, we remind your students of the museum guidelines, provide maps for the chaperones,



highlight any special exhibits, and give general directions. Students, led by chaperones, can explore the exhibits at their own pace. We require a 1 chaperone for every 7-10 students.

Museum Expectations

Our goal is to provide a successful learning environment for all students. Clarifying expectations for appropriate behavior helps create that environment. During your introduction, your students will be asked to remember the following guidelines:

1. Remember to walk at all times.
2. Talk with an “inside” voice. This is a fun place, but not an outdoor voice place.
3. Please don’t touch if something is behind a rope or inside a glass case.
4. No food, drink, gum or candy allowed in the museum.
5. Students should stay with your Chaperone & Chaperones stay with your students.
6. No flash photography permitted.

Museum Search Activity

Many students become actively engaged in the museum experience without a guided search. However, teachers can create their own. We currently do not have a guided search activity sheet.

Food and Drink

The concessions stand is currently closed on weekdays unless you have requested it for your group. Coordinate with the group specialist a lunch area to eat.

Museum Store

We are happy to have you visit the Museum Store. Let us know in advance that you are allowing your group visit the store. Please visit in small groups – 8 to 10 students per group - and have each group accompanied by an adult. We ask that no more than 1 group be in the store at the same time. Once you have made your purchases, please leave the store so that others can shop. The Store opens at 11:00 AM. Additionally.

Frequently Asked Questions

Q: How many adults (chaperones) do we get with our group?

A: We allow one complimentary teacher for every classroom. In addition, one adult for every 10 students is complimentary. All adults above that ratio will be charged the adult group rate.

Q: What if parents want to attend?

A: If parents will be accompanying your group, they should contact the school to be included in your group reservation. If they aren’t included in your reservation, they must purchase a general admission ticket.

Q: What if some of our students or adults are Putnam members?

A: Because group rates are already discounted, membership cards or other vouchers are not applied to group reservations or programs.

If you have any additional questions, please contact Christie Mosier, Visitor Service and Group Specialist, at (563) 336-7297 or email at cmosier@putnam.org



Bus Driver Information

We appreciate the service you provide in delivering your group safely to our door. Please unload buses at the east end of the circle drive. Visitors enter the Putnam Museum and Science Center between Children's Village West and the Putnam's main buildings. There is a ramp at the sidewalk on the east end of the circle drive for wheelchair access.

PLEASE DO NOT PARK IN THE CIRCLE DRIVE.

Bus Parking is located one block west of the circle drive at the entry to Fejervary Park. The parking lot directly in front of the building is reserved for individual patrons. Additional directions to the Putnam Museum may be obtained by calling (563) 324-1933.

