



### ***Guidelines for Group visits***

- Please make sure that the **deposit (\$50)** for your museum visit is received by the museum **no later than two weeks prior** to your scheduled visit

***(Please note that if the total amount due for your visit is less than \$50 you need to pay the entire balance due, in full, two weeks prior to your visit, in lieu of the deposit)***

- Deposits may be paid over the phone with a credit card or sent to:

Group Scheduling  
c/o Grand Rapids Public Museum  
272 Pearl St NW  
Grand Rapids, MI 49504

- Please make any changes to your visit **no later than 5 days prior** to your scheduled visit by calling 616.929.1754
- Please remember that **no changes** can be made on the day of your visit (*they must be made at least 5 days prior to your visit*)
- With your group, you are allowed **one free chaperone per every five student's** admissions; any additional adults need to pay their admission fees at the Front Desk (\$7.00 for general admission, additional \$3 for planetarium, \$4 for planetarium only visits; special exhibits might have additional extra fees)
- If any member of your group has a **membership** to the museum that must be taken care of with the group scheduling office no later than **5 days prior to your visit**
- **Coupons** or vouchers **can not be used** as a form of payment for groups
- You must have **one single payment** for the entire group
- Please remember that if you are scheduled for a ***planetarium show*** it will start promptly at the scheduled time and **there will be no late admittance** once the show has started and the doors have been shut