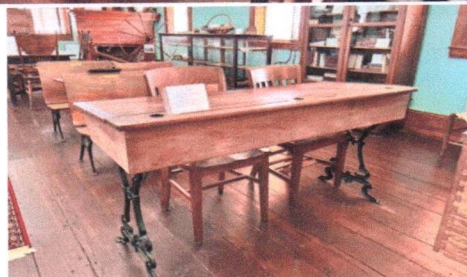


# Group Visit / Field Trip Guide

2024 – 2025



## Preparing/Planning for the Tour

- Setting a Date and Arrival Time: Reservations are booked by date and arrival time. To secure a reservation, complete and return an OUB Reservation Form included in the packet. Please provide more than one option to help ensure a workable date/time for your group.
- Parking - Parking is available on Mound St. and all around the TJR Elementary School campus. Address:  
515 N. Mound Street  
Nacogdoches, Texas 75961
- Belongings – Teachers or group leaders may bring a backpack or tote with important student paperwork; however, students do not bring backpacks or totes into the building.
- Food – There is not an area inside the building for snacks or lunches to be consumed on site. Plan to store any food/lunches for the group accordingly.
- Accessibility - The Old University Building is wheelchair accessible. An elevator allows students in wheelchairs access to all exhibits. All restrooms include wheelchair-accessible stalls.

## Group Etiquette

### School or Group Staff/Chaperones:

- Supervise the students at all times, regardless of age level. Staff/Chaperones are not allowed to leave/drop off their group and “check in” intermittently while at the OUB.
- Stop group members from participating in any activity that diminishes the experience of other students. (roughhousing, yelling, running, etc.)
- Ensure group members are not engaging in unsafe or inappropriate behavior (ie. climbing on displays, removing display items from cases, etc.)

## Making Educational Connections!

Prior to the tour, share the educational goals of the tour with students. Pre-tour preparation and post-tour review may utilize the information shared on the website:

[www.olduniversitybuilding.com](http://www.olduniversitybuilding.com)

Information shared supports the Grade 4 and Grade 7 Social Studies TEKS.

## Contact us!!

We are excited to have your students visit the Old University Building!

**OLD UNIVERSITY BUILDING SCHOOL TOUR  
RESERVATION FORM**

**STEP 1: Provide Group Information**

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School District	Campus	Grade level	# in Group
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Contact Name	E-Mail
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Mailing Address	City/State/Zip
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Telephone	Cell	Fax
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**STEP 2: Requested date and arrival time:** *Please select 2 dates in order of preference.*

<u>Date of Arrival</u>	<u>Time of Arrival</u>
1 <sup>st</sup> Choice: _____	___ 10:00 a.m.
2 <sup>nd</sup> Choice: _____	___ 10:30 a.m.
	___ 11:00 a.m.
	___ 1:00 p.m.
	___ 1:30 p.m.
	___ 2:00 p.m.
	___ 2:30 p.m.

Note: Plan to be on site for 45 min. – 1 hour.

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Signature/Date