

We are excited about your group visiting our campus. We strive to provide a safe, fun and informative visit. For your students to get the most from touring our campus, we ask you to review the following guidelines with your students prior to your visit.

### Chaperone Responsibilities:

1. There should be 1 chaperone for every 15 students.
2. Please set and review rules of conduct prior to the tour with students.
3. Chaperones, not tour guides, are responsible for the behavior of their students while on campus.
4. If you have a student with a disability that will need special assistance please notify our office at time of reservation.

### Student Responsibilities:

1. Turn off or mute cell phones while on the tour. Tour guides have the authority to end a campus tour if student(s) behave inappropriately.
2. Everyone needs to stay with and keep up with the tour group at all times.
3. Line up in an orderly fashion when walking through buildings on campus.
4. No talking or noisemaking when your tour guide is talking or when walking through academic buildings.
5. The group may ask questions at points allocated by your tour guide or at the end of tour.
6. Trash should be disposed of in proper containers – do not leave trash lying around campus.
7. Our tours are mainly outdoor walking tours, so please be sure to check the weather before you come so that you can be prepared. We hope that it will not rain on your visit, however, if it does, we still offer tours. We do not have umbrellas to offer our visitors.
8. Our tours are walking intensive; we recommend comfortable shoes, sunscreen or hat. Be prepared for brisk walking; there are some hills and steps, so plan accordingly.

### Eating lunch on campus?

There are two options for eating on campus. Groups may eat in our dining hall; the cost is \$7.50 per person and should be paid with one check or credit card. Checks should be made payable to Sodexo. The only accepted alternative to eating in the dining hall is bringing individual bag lunches with you. **Arrangements for either option must be made at the time of your reservation.**

#### ➤ Dining Hall Procedures:

1. Please file through the dining hall line in an orderly fashion
2. Please be courteous and pick up trash from tables – a trash disposal center is available at the back of the dining hall for you to place plates, cups, etc.

#### ➤ Alternate Location Lunch Procedures:

1. Upstate does not have space to secure lunches, please plan accordingly.
2. Your group will be responsible for disposing of all trash in provided receptacles and making sure space is left in its original condition.