

NYBG

GROUP VISITS – HIGH SCHOOL POLICIES & PROCEDURES

PAYMENT AND SCHEDULING

- Advance registration and deposit is required for all visits; full payment is required 3 weeks prior to visit date
- Acceptable forms of payment include cash, credit card (Mastercard, Visa, American Express), check, or money order. Purchase orders are not accepted as a form of payment

ARRIVAL AND DEPARTURE

- High School groups booked through Group Sales are directed to arrive and depart at the Leon Levy Visitor Center, accessible via the Main Entrance at 2900 Southern Boulevard, Bronx, NY
- Upon arrival, the group must provide their name to the parking booth attendant in order to receive drop off and parking instructions. If arriving on foot, check in with the ticket booth attendant and await further instruction
- Once the vehicle is pulled up curbside outside the Visitor Center, the group remains on the bus awaiting NYBG staff
- Garden staff greets the group, provides tickets, directs to restrooms, and plans visit as needed
- School bus parking cannot be accommodated on grounds and are directed to park on Southern Boulevard. On a space available basis, motor coaches can pay the standard parking fee and park onsite
- Any group arriving via public transportation should stop at the ticket window and await instruction from Group Sales

CAPACITY MANAGED LOCATIONS AND RESOURCES

- Enid A. Haupt Conservatory
 - No more than 30 High School visitors are permitted in the Conservatory at one time. *Holiday Train Show*® bookings require timed tickets. Groups will be required to divide and enter at separate times
- Mertz Library Building
 - Advance registration is required to access the Art Gallery, Britton Rotunda, and Ross Gallery. The group will be accompanied by an NYBG staff member
- Rock Garden
 - Advance registration is required to access the Rock Garden. The group will be accompanied by an NYBG staff member. Groups will be required to divide and enter at separate times
- Tram

- High School visitors are permitted on the Tram, although groups will be required to divide and board separate trams as requested by NYBG staff.
- Everett Children's Adventure Garden & Edible Academy
 - Most indoor and outdoor areas are reserved for registered school programs—designed for PRE-K–8 students
 - Advance registration is required to access the Everett Children's Adventure Garden on weekdays before 1:30 p.m.
 - Advance registration is required to access the Edible Academy, except the Barnsley Beds

CHAPERONES

- The minimum required ratio is one (1) adult chaperone for every ten (10) students
- Groups that book a guided visit will be accompanied by an NYBG tour guide

NYC PUBLIC AND CHARTER HIGH SCHOOLS

New York City public and charter High Schools are eligible for complimentary grounds-only admission. High Schools with free grounds-only tickets do not have access the Conservatory, Children's Garden, Family Garden beds, Edible Academy building, Rock Garden, Art Gallery, Britton Rotunda, Ross Gallery, or Tram.

DINING

- High Schools wishing to access indoor or outdoor dining venues and/or purchase food on-site require advance registration. Due to capacity limits, unregistered walk-up dining requests cannot be accommodated
- If bringing in outside food, the Clay Family Picnic Pavilion (open year-round) or the Gingerbread Café (open during *Holiday Train Show*®) are the only dining venues available. Both require advance registration. Delivery service and storage is not available for outside food
- Consuming outside food in any other location, including areas inside or surrounding the Pine Tree Café, Cantina, Hudson Garden Grill, food truck, or other public dining venue is prohibited
- On a space available basis, registrations can be taken for seating in the Pine Tree Café if the school plans to purchase food on-site