



DEPARTMENT OF THE AIR FORCE
NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE™
1 100 SPAATZ STREET
WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433-7102

MEMORANDUM FOR EDUCATION AND YOUTH GROUPS

FROM: NMUSAF/CL

SUBJECT: Group Visit Guidelines

1. This memorandum provides guidelines for all education and youth groups visiting the Museum.
2. The mission of the National Museum of the U.S. Air Force Education Division is to inspire and educate students in the field of STEM education and support their educators and youth leaders. The Education Division's goal is to facilitate and enhance each group's educational experience while preserving our exhibits and artifacts, and ensuring the health, safety, and well-being of all visitors and staff members. Our Museum values and respects its diverse guests, volunteers, and staff, and extends the expectation of mutual respect to our visitors.
3. All groups and their students are expected to be:
 - a. Responsible
 - i. Arrive on time. Contact the museum if the group schedule changes.
 - ii. Students must be accompanied and supervised by an adult at all times. A minimum of one adult for every 10 students is required.
 - iii. Students may carry a clear sealed water bottle while touring the Museum. No other food or beverages are permitted inside the Museum except in designated areas.
 - b. Respectful
 - i. The Museum strictly prohibits offensive, disrespectful, or harassing behavior, whether in person or via electronic means.
 - ii. Stay within designated tour areas. Do not cross railings or barriers, and refrain from touching, climbing, or entering exhibits unless permitted.
 - iii. Maintain appropriate conduct with no running, loud noises, or disruptive behavior that may disturb others' experiences.
 - c. Courteous
 - i. Practice common courtesy, particularly in public and gallery spaces.
 - ii. Avoid yelling, using profane language, or playing audible music or electronic devices without headphones.
 - iii. Respect accessibility needs by allowing persons with disabilities access to elevators and benches.

- d. Responsive
 - i. Follow guidance provided by Museum staff, volunteers, or first responders concerning health, safety, and security.
 - ii. Comply with reasonable requests or instructions given by Museum personnel.
- 4. Groups or students who violate Museum policies or disregard staff instructions may be asked to leave. Noncompliance could affect future access to the Museum.
 - a. Disruptive student behavior will first be addressed directly with the student by a Museum staff member.
 - b. Persistent disruptions or failure to comply may lead to contact with the lead teacher/chaperone by a Museum staff member.
 - c. Any incidents resulting in damage to Museum property or visitor injury will immediately involve the lead teacher/chaperone, will result in the student's removal from the Museum and may involve law enforcement.

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Director
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