

NUTS & BOLTS

LOCATION



The Burke Museum is located on the northwest corner of the University of Washington campus, at NE 45th St. & 17th Ave NE. Enter through the north gate. The Museum is located on the right.

PAYMENT INFORMATION

We have changed our payment procedures for group visits. We no longer accept cash or checks at the door on the day of your visit. Please use one of the following methods of payment:

- Credit card by phone
- Purchase Order by mail, fax, email, or in person
- School or personal check mailed with copy of invoice

As in the past, the total tour charge is based on the number of students you scheduled. We will be happy to adjust the amount due to reflect the actual number of students attending on the day of your visit. Payment is due within 30 days of the date of your visit. If you have pre-paid for your visit, a receipt will be available when you arrive, and a "student rain check" will be provided for absent students.

PARKING FOR CARS AND BUSES

Please stop at the parking gate at the 17th St. entrance for instructions and lot assignment. By paying in cash, parking charges may be partially refunded based on the number of hours your vehicle is on campus. See the rate-table on the next page. At the end of your visit, as you exit the campus, stop at the gate to turn in your parking receipt for a pro-rated refund.

The circle drive in front of the museum is for passenger load and unload only; including buses. Clearly marked school buses are allowed to park at no charge in spaces designated by the parking division. Please see parking Information, next page.

BACKPACKS and LARGE BAGS are not allowed in the museum galleries. Instructions for bag-checking will be given upon entry.

LUNCHES

There are no indoor facilities for eating lunch at the Burke Museum. Cafeteria lunches and indoor seating are available at the student union building (The HUB) and "By George" located on the ground floor of Odegaard Undergraduate Library. For more information please call University Food Services at 206-685-4950.

DAY OF TOUR PHONE NUMBER: If you or a parent needs to reach the museum on the day of the tour, first try the education office at 206-543-5591, and if the staff is unavailable, please call the museum's Admission Desk at 206-616-3962.

CHAPERONES: We request a minimum of one chaperone per eight students. Adult chaperones are admitted free. Chaperones are expected to help students complete activities and maintain appropriate museum behavior.

CELL PHONES: Cell phones should be turned off when entering the museum.

NAMETAGS: We recommend that students wear nametags when visiting the museum. Please include the student's name and the name of the school on the tag.

PENCILS ONLY: Pens and markers are not allowed in the exhibit areas. Clipboards with pencils are available for use within the museum.

PHOTOGRAPHY/VIDEO: Photography and video recording is not allowed in the museum without special permission. If you want to take pictures, please call Education at 206-543-5591 one week before your tour.

SAFETY: Teachers and/or chaperones are responsible for first-aid for their students.