



Field Trip Policies and Procedures For Teachers and Chaperones

Thank you for choosing the Muhammad Ali Center for your student group tour! The following information will help you have a fun and educational visit with us.

The Muhammad Ali Center relies on the teachers and chaperones to help ensure that students tour the Center in a safe and respectful manner. We require a one chaperone per six students ratio. Teachers and chaperones should expect to assist in facilitating a fun, educational, and safe experience for your students.

Pre-Visit

Age and Chaperone Requirements:

- Begin recruiting chaperones as soon as you book your visit. Make sure chaperones are aware that they will be actively involved in the Muhammad Ali Center experience.
- The Muhammad Ali Center exhibits are recommended for students 4th grade and older (unless participating in a particular program). For younger children, chaperones should expect that they will need to interpret the information contained within the exhibits. Our Exhibit Guide for Chaperones and Teachers will help with this process.
- Please divide students into small groups of 10 or less (unless otherwise specified), each with a chaperone to supervise and facilitate learning within the exhibits.

Arrival

Check-In & Payment:

- When checking in at our Admissions Desk (located on Level 2 of the Center), please have an accurate count of students and chaperones as well as your payment prepared ahead of time.
- Please gather an accurate headcount of total students and total adults (teachers and chaperones) before leaving your school. When you arrive to the Ali Center the lead teacher will report the numbers to the Ali Center Educator.

Backpacks/Bags/Coats:

- If possible, please advise students to leave all backpacks at school or on the bus. If this is not possible, we will check the coats and bags in our coat check for the duration of your visit. We do understand that teachers may need to carry a bag with him/her.

Parking:

- Free bus parking for the duration of your visit is available in the parking garage adjacent to the Muhammad Ali Center. A security officer or parking attendant will be happy to assist you and the driver with parking.
- Any adult associated with the group tour, who drives separately from the bus transportation, may park in the garage attached to the Center. Regular parking rates apply. For more information, please visit <http://www.louisvilleky.gov/PARC/>, or call (502) 584-3817.

Food/Lunch:

- Food, gum, beverages, or candy are not permitted in the exhibits. Please make sure that students dispose of any food or drinks before they enter the exhibits.
- If you are planning on eating lunch at another location after you leave the Center, your lunches must remain on the buses throughout the duration of your visit.

- The Ali Center only permits students who are participating in a guided tour to eat lunch in the building; this must be reserved in advance.
- For students who are not participating in a guided tour, there is ample outdoor seating on the public plaza adjacent to the Center (weather permitting).

Lunch Collection (Guided-Tours Only):

- Ali Center staff will be collecting lunches upon arrival. Please have your lunches in brown bags with student's name, separated into boxes with the school and teacher's name on them.

Exhibits

Chaperones:

- Chaperones MUST stay with their student group at all times (including areas such as the Center Store and the Main Lobby). Again, chaperones should be expected to assist in facilitating a fun, educational, and safe environment for your students.
- Running is NOT permitted in the exhibits.
- Chaperones are responsible for making sure that students do not abuse the exhibits so that future visitors may enjoy them. In the interest of safety, any group that is seen abusing the exhibits may be asked to leave.
- Students are expected to adhere to the rules of the Ali Center and the requests of both Ali Center staff and Security. Any students who choose not to abide by these rules may be asked to leave the exhibits.

Photography and Video Policy:

- Photography IS allowed on the 4th and 5th floors of the exhibits (no flash photography, please).
- Photography is NOT allowed on the 3rd floor of the exhibits (art galleries and temporary exhibits space) or in the Retail Store on the 2nd floor.
- Videography is NOT allowed anywhere in the exhibits.

“Train with Ali”:

- In the *Train with Ali* interactive exhibit of Level 5, chaperones must supervise student safety at all times while participating in activities involving the heavy bag, speed bag, and boxing ring. Students may not use the boxing ring as a venue for fighting, gymnastics, kickboxing, etc. We recommend that small groups rotate through this interactive area while others experience the six core value pavilions.

“Lighting the Way”:

- In the *Lighting the Way* Theater on Level 4, students may touch a torch, activating a camera behind the screen that makes the audience a part of the film presentation. Please advise students to refrain from pulling on, swinging from, or abusing the torches in any way.

Retail Store:

- Your group is welcome to visit our retail store; however, we ask that chaperones accompany groups of 10 people (or less) at a time. This provides a manageable number of customers for staff to provide optimal customer service.

Thank you for abiding by our field trip policies and procedures. We hope you find the Muhammad Ali Center experience to be inspirational, educational, and enjoyable!