

NOTES & POLICIES

PAYMENT

All payments for programs and tours are due 2 weeks before the reservation date.

Please make all checks payable to the Frank Lloyd Wright Trust and mail to:

Frank Lloyd Wright Trust
Education Department
931 Chicago Avenue
Oak Park, IL 60302

Credit card payments can be made by calling 708.725.3825 (office) or 773.389.4261 (mobile).

ON-SITE POLICIES

Large bags and parcels, backpacks, strollers, food, drinks and chewing gum are prohibited in the museums. Photography is permitted on all tours. Video footage is prohibited.

Please wait to unload buses and disperse groups until you check-in onsite with a Trust Educator. We recommend that buses park on Chicago Avenue. (If parking is not available there, try Woodbine Avenue.)

REFUND POLICY

To receive a full refund, all cancellations must be made with at least 2 weeks notice. There are no refunds within 2 weeks of the reservation date.

The Frank Lloyd Wright Trust reserves the right to cancel or reschedule groups arriving after their scheduled reservation. No refunds are provided.

Programs and tours cancelled by the Education Department due to emergency or severe weather conditions can be rescheduled at no additional charge and with a 50% refund. In the event that the program cannot be rescheduled, the full amount invoiced by the Trust will be refunded.

ACCOMMODATIONS

We welcome individuals from all backgrounds and abilities. Please let us know if anyone in your group would benefit from the following:

- Visual schedule/ social story
- Large print materials
- Built-in/ additional breaks
- Additional chaperones/ supplemental support assistants

**Due to the historic nature of our sites, not all areas are accessible. Accommodations can be made with advance notice.*

CHAPERONES

Teachers, Paraprofessionals, and Educators affiliated with your school are always free, up to 10 individuals per school, per visit.

Parental chaperones affiliated with home school or private groups are free up to 2 parents for groups of 10 to 30 students, and 4 parents for groups of 30 or more. Additional parental chaperones beyond those numbers will be charged the standard tour rate of \$20.00.

CANCELLATIONS/RESCHEDULING

Any cancellations or rescheduling must be made at least 2 weeks in advance by the final payment date or you will be charged the full fee for the original reservation.

All rescheduling is subject to availability. Schools or institutions with multiple groups may be required to reschedule on different dates.



FRANK
LLOYD
WRIGHT
TRUST

Explore teachingbydesign.org for free design-based resources and lesson ideas!