

## OYES Group Visit Expectations

Thank you for your interest in visiting the **University of Louisville**. In order to offer your group with an engaging experience, we ask you to adhere to the following guidelines:

### Reservations

Reservations must be made at least two (2) weeks in advance. We do not limit the size of the group but we do **require one adult chaperone for every 10 students**. The chaperone is responsible for the behavior of the students while they are guests on our campus.

Group visits are contingent upon tour guides, admissions staff and room availability. A confirmation email with an agenda will be sent to your prior to your visit.

### Program

Your visit can include any of the following, of your choice: tour of campus, student panel, admissions presentation, and/or lunch with a student. Larger groups will be divided into smaller groups. We ask that your group be respectful to the university, its students, faculty, and staff. ***If at any time your group is deemed unruly or disrespectful, the visit will end and could possibly limit future visits for your organization.***

If lunch is desired, the university will distribute meal vouchers to the students. **Please make sure to inform everyone that they must write their name on the reverse side of the voucher in order for it to be used.** It is at your discretion whether the chaperone will collect the vouchers once they have been signed by the students, to redistribute prior to lunch. If the vouchers are lost between university disbursement and student/chaperone disbursement, the university will **NOT** re-issue additional vouchers.

There is a set amount listed on the voucher; if anyone (student or chaperone) exceeds this amount, said person is responsible for paying the amount past the initial amount. Second, the voucher is to be used in the Student Activities Center (SAC). Third, meal vouchers are good for one location; you will not be able to use them for different food options in the SAC.

### Prior to Your Visit

If a campus tour is desired, please encourage students to wear comfortable clothing, shoes, and to dress appropriately for the weather. We ask that you review the behavioral expectations with students and chaperones prior to arriving on campus, as well as remind them to silence all cell phones. **Lastly, we ask for students to come prepared with questions so they are able to make the most of their visit.**

### Cancellation Policy

Please arrive on time. If you are running late, please call Aria Higgins at cell - (502) 553-2645, or office - (502) 852-4954. Some activities will be cancelled or shortened due to a late arrival. If you need to cancel your visit, please notify Aria Higgins at least two (2) days in advance.

**I understand and agree to the conditions and expectations explained and accept full responsibility for my group's visit to UofL. \_\_\_\_\_ assumes full financial responsibility for damage or destruction of property during this campus visit.**

\_\_\_\_\_  
Group Coordinator/Counselor/Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Director

\_\_\_\_\_  
Date