

# SCOTTISH RITE MASONIC MUSEUM & LIBRARY INC.

d.b.a.

National Heritage Museum



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33 Marrett Road  
Lexington, MA  
02421

*Mailing Address:*  
P.O. Box 519  
Lexington, MA  
02420-0519

*tel* 781-861-6559  
*fax* 781-861-9846  
[www.monh.org](http://www.monh.org)

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## Guidelines for Self-Guided Groups

We ask that you read and share the following guidelines with your chaperones and students to ensure an enjoyable visit for everyone.

- Your group should be at the museum at the arrival time you have scheduled. If you are going to be delayed, please call the museum receptionist at 781-457-4101.
- We require 1 chaperone for every 10 students. The chaperone needs to remain with their group while at the museum. Chaperones are responsible for the safety and good behavior of their group.
- Please ensure that all chaperones know which students are in their group and that all students know who their chaperone is. The chaperone should help their group through the gallery spaces, engaging the students, asking questions and assisting them with any assignments.
- Students are expected to be respectful to other groups and museum visitors.
- We strongly recommend that teachers prepare an assignment for self-guided students to complete only with pencils. No pens are allowed in the museum.
- Guided tours or programs will have priority in the galleries.
- Ten students with 1 or more chaperones are allowed in the gift shop at one time. Groups of students without chaperones cannot be accommodated in the shop.
- Large bags and backpacks are not allowed in the museum. And no food or drink are allowed, please leave these items on your bus.
- Photography is not allowed in the galleries. It is permitted at designed places in the lobby and outside the museum.
- The tables in the Heritage Café are for café customers. Please do not allow your students to gather there.

Thank you for taking the time to read these guidelines and enjoy your visit!

July 2010