



TEXAS TECH UNIVERSITY

The Visitors Center

Group Tour Policies & Procedures

Please read the following information carefully. Your campus visit reservation will be complete once we receive this signed document, and you have received a Campus Visit Confirmation Letter. Please email this document to joann.mitchell@ttu.edu or fax to 806.742.0062.

1. Student to chaperone ratio should be at least 15:1.
2. Groups traveling to campus should plan to arrive 15 minutes prior to their scheduled tour/presentation time. Current students guide our campus tours and are usually available only during the arranged tour time. A late arrival will make it difficult to participate in the tour and may result in the cancellation of the tour and/or other previously arranged activities.
3. Individual group members must remain orderly at all times. Groups should stay together and chaperones should keep up with the group.
4. Upon arrival to the Visitors Center, you will receive a campus map with marked locations that your group may need to travel to on your own. You will have a tour guide for your campus tour; however we are unable to provide a guide for your entire visit day.
5. While inside buildings, everyone in your group should use their “inside voices and be respectful of student learning environments.
6. Student use of electronic devices such as music players, cell phones etc. is not allowed during guided tours and presentations and should be turned off. Chaperones may leave phones on, but in the silent/vibrate modes only, please.
7. Group members must conduct themselves in a courteous and respectful manner toward each other, University staff, students and property, as well as other visitors and families. Inappropriate or disrespectful comments or actions will not be tolerated, and may result in immediate termination of the visit.
8. Any person who engages in violence while on University owned or controlled property, or while engaged in official University business, may be removed and/or barred from the campus pending the outcome of an investigation. Violent behavior includes any behavior, whether intentional or reckless, which results in bodily injury to another person and/or damage to property.

I, _____ (please print) agree to the above policies and procedures of Texas Tech University and am aware that any violation by participants prior to or while on campus may result in the cancellation of the visit and notification of my campus official(s).

Signature

Date

School/Group