



Seattle Pacific UNIVERSITY

Engaging the culture, changing the world®

Group Visit Guidelines

Thank you for choosing to visit Seattle Pacific University! We are excited to have you and your students on our campus. We will make every effort to accommodate you're group's request. To ensure that you and your students receive all that SPU has to offer, please review the following information and govern yourself accordingly.

Advanced Planning

- If possible, please try to give at least 3 weeks advance notice when scheduling a visit to Seattle Pacific.
- **Bus parking on campus** must be reserved 3 weeks in advance. If parking is not reserved, buses will be required to find street parking during your visit.
- Please send a **final head count** of all students attending **no less than a week prior to your visit**. We will use this number to pay in advance for lunch on campus as well as secure classroom space. If your numbers should fluctuate in any way, please keep us updated.
- Please give at least **5 business days notice when cancelling** or rescheduling your visit to campus. If we do not receive proper notice, **you may be billed for the cost of lunch on campus**.
- Please inform us in advance if anyone in your group needs special accommodations.
- To ensure that this trip is purposeful and meaningful event for both you and your students, we ask that you take proper measures to **ensure that your students are mentally prepared to visit a college campus**.

Logistics

- Part of what makes visiting Seattle Pacific University unique are the activities that we schedule for you and your students. With this in mind, we ask that group coordinators make every effort to be on time and adhere to the schedule that was agreed upon in the confirmation email. Please keep in mind that scheduled activities may need to be shortened or cancelled for groups arriving more than 10 minutes late. In the event that you will be late, or encounter unforeseen circumstances, **please maintain constant communication** with Hayley DeKlotz, or call the Office of

Admissions at 800-366-3344. We may not be able to accommodate your group should you arrive 15 minutes before or after your scheduled arrival time.

- If you are arriving by bus, please arrive at [W. Bertona Street](#) (there will be parking blocked off for your bus). A representative from Admissions will meet you there. Please see the [campus map](#).
- If Arriving by van or cars, please park in the [Ross Parking Lot](#) (#51 on campus map) or the [Dravus Parking Lot](#) (#45 on campus map) – please use the attached parking pass and place it in the dashboard of your vehicle
- We would like all of our visitors to enjoy lunch on our campus. Our current lunch rate is \$7.25 per person. **We will not collect funds from individuals.** We ask that you collect money from students and chaperones, and submit one payment via cash or check upon your arrival to campus. If you would like a receipt, please notify us at least one day prior to your visit.
 - Please be aware that our dining hall is buffet style and outside food or drink is not allowed inside.
 - Please inform Hayley DeKlotz, deklotzh@spu.edu, of any special dietary needs or allergies.

Supervision

- Each group must have one adult chaperone for every 10 students. **Chaperones are responsible for controlling and disciplining the group while on campus.** We ask that groups be respectful of our facilities, students, and other guest on campus. The visiting organization may be held responsible for any damage done to the facilities while on campus. We ask that chaperones remain with the group at all times.
- Students are prohibited from removing food or nonfood items from the dining hall.
- Groups visiting campus are not allowed to explore campus without a tour guide
- Because we strive to ensure that students receive a rich experience, we ask that students not use cell phones and other electronics during their time on campus.
- We reserve the right to dismiss any person(s) or group(s) from our campus for participating in conduct that is detrimental, inappropriate, or illegal conduct.

Thank you in advance for reviewing these guidelines with your chaperones and students. We look forward to hosting your group on campus!

Please sign and fax or scan and email the portion below to Hayley DeKlotz at 206.281.2544 or deklotzh@spu.edu:

I have read the above guidelines and agree to the conditions above:

Name of school/Organization: _____

Name of contact person: _____

Signature of contact person: _____

Today's Date: _____