

# VIRGINIA STATE CAPITOL

## Teacher and Chaperone Guide

The tour guides and staff of the Virginia State Capitol are looking forward to your visit. In order that all visitors may have a pleasant and educational Capitol experience, please advise your group of the following guidelines. We appreciate your help!



- Educational materials can be ordered in advance from the House Legislative Education and Development (LEAD) Office and the Senate Legislative Information and Constituent Services (LINCS) Office.
- All visitors are subject to security checks before entering the Capitol. Leave all non-essential items, including backpacks, on the bus. The Capitol Police will strictly enforce all safety and security guidelines.
- Cameras are permitted in the Capitol (no flash photography).
- If students need to use the restroom, please have an adult escort them.
- One (1) chaperone is required for every ten (10) students.



VIRGINIA STATE CAPITOL  
1000 Bank Street  
Richmond, Virginia 23219

### Contact Information

Capitol Tour Guides	804.698.1788
House Information & Communications Services Email: <a href="mailto:HICS@house.virginia.gov">HICS@house.virginia.gov</a>	804.698.1500
Senate Legislative Information and Constituent Services Email: <a href="mailto:information@senate.virginia.gov">information@senate.virginia.gov</a>	804.698.7410
Virginia General Assembly: <a href="http://viriniageneralassembly.gov">viriniageneralassembly.gov</a> Virtual Tours: <a href="http://viriniacapitol.gov/virtualtours">viriniacapitol.gov/virtualtours</a>	

## ARRIVAL, PARKING, AND DEPARTURE

- Please arrive 15 minutes before your scheduled tour time. Although we make every effort to be flexible with our guided tours and chamber presentations, your visit may be shortened if you are late.
- Buses should proceed to the Capitol's Visitor Entrance plaza near 10th and Bank Streets for visitor drop-off and pick-up. Limited Bank Street bus parking is available on a first-come, first-served basis.
- Commercial tour groups, school groups, and the general public enter from the Capitol's Visitor Entrance plaza.
- A group coordinator must check in with the Capitol Tour Guides.
- Please have students and chaperones divided into pre-arranged groups upon arrival.

## DECORUM

- The Capitol is a year-round working building and responsible and proper behavior is expected during your visit.
- Keep your group together at all times — to minimize hallway and stairwell congestion, groups must stay to the right and in single file. Running is not permitted.
- Conversation should be kept to whisper level and please set cell phones to vibrate.
- Food, drinks, and chewing gum are not allowed in the Capitol tour area.
- Please monitor students' behavior and remind them to be respectful while tour guides or staff are speaking.
- Failure to comply with any of the guidelines may result in notification to the Capitol Police and your group not being able to schedule future visits.

### Tour Information

Guided tours are 9 a.m. to 4 p.m. Monday through Saturday, last tour at 4 p.m.  
Guided tours are 1 p.m. to 4 p.m. Sunday, last tour at 4 p.m.  
Guided tours are approximately one (1) hour in length.

Chamber presentations are Monday through Friday and are approximately one (1) hour in length.

*Chamber presentations are not available during the General Assembly session.*