



Gerald R. Ford Presidential Museum Field Trip Reservation Form

Name of School _____

Street Address: _____

Area Code/Phone Number: _____

Fax Number: _____

Teacher's Name: _____

E-mail Address: _____

Number of Students: _____

Grade Level: _____

Number of Chaperones: _____

Field Trip Info:

Day & Date of Visit: _____

Alternate Date: _____

Arrival Time: _____

Docent-Guided Tour: Yes ☐ **(2 week notice & 30 students or less)**

Self-Guided Tour: Yes ☐

Return completed form by one of the following methods:

Email: groupvisits@nara.gov Fax: (616) 254-0386

Mail: Gerald R. Ford Presidential Museum

303 Pearl Street N.W.
Grand Rapids, MI 49504

PLEASE NOTE:

- All students visiting the Museum as part of an organized school visit are admitted free of charge, as are the 10:1 required number of adult chaperones. For every 10 students, we require 1 adult chaperone.
- Docent-led tours require 2 weeks prior notice and are limited to classes of 30 or less.
- For more than 75 students, consider requesting a class rotation schedule to enhance the students overall experience.
- Hours of operation:
Mon-Sat: 9 AM – 5 PM
Sun: 12 PM – 5 PM