Canyon County Historical Society Museum - Tour Request Form

Thank you for your interest in visiting the Canyon County Historical Society! Please complete this form and return it by email. (info@canyoncountyhistory.org)

We will contact you to confirm docent availability and finalize your visit details.

Visit Type

☐ School Field Trip ☐ Community Organization

☐ Adult Tour Group ☐ Team Building Event

Group Information

School/Organization: _____ Email: _____

Group Contact: _____ Phone: _____

"Day-of" Contact:

Name: _____

Cell Phone: _____

Standard Museum Schedule

School Field Trips include visits to ***both*** Canyon County Historical Society museums.

9:30 a.m. – 11:30 a.m. Nampa Train Depot Museum

Lunch (Lunch arrangements are the responsibility of the visiting group. You are welcome to enjoy lunch on our grassy area. Please help us keep the museum beautiful by cleaning up after your group.)

12:30 p.m. – 2:30 p.m. Our Memories Indian Creek Museum

This tour includes climbing – closed shoes are recommended. Please bring a closed water bottle for your tour.

If your group has a scheduling restriction (early dismissal, transportation schedule, etc.), please explain below:

_____

Visit Request

Tuesdays are reserved for group tours whenever possible.

If Tuesdays do not work for your group, we will make every effort to accommodate your schedule, based on docent availability. (Please complete a separate form for each event request.)

Preferred Date: _____ Number of Students: _____

Alternate Date: _____ Number of Adults/Chaperones: _____

Grade Level(s): _____

For the safety of all participants, Canyon County Historical Society requires a minimum ratio of one (1) adult for every six (6) students.

☐ Yes, our group meets the required 6:1 ratio. ☐ No (further discussion is required)

Junior Historian Activity Booklets

An educational booklet to bring the learning home and keep history alive.

Available for an additional $1.00 per student.

☐ Yes Quantity Requested: _____ ☐ No

Admission & Payment

Groups of 10 or more participants (students and adults combined) qualify for our **group admission rate of $3.00 per person, per museum.**

(Junior Historian Activity Booklets are available for an **additional $1.00 per student** and are **not included** in the admission price.)

Payment

- **One payment per museum is required.** (Unless paying by credit card.)
- Payment may be made by **cash, check, or credit card.**
- If paying by **credit card**, payment for **both museums** will be processed (separately) at the **Nampa Train Depot Museum**, as the **Our Memories Indian Creek Museum** does not have a credit card reader.

Accommodations & Additional Information: _____

Additional Notes: _____

Photography Permission

☐ Our organization grants permission for Canyon County Historical Society to photograph our group for newsletters, social media, website, and other promotional materials.

☐ Our organization does not grant permission.

If your school or organization has participants who may not appear in photographs or on social media, it is the responsibility of the group contact to notify museum staff ***before*** photographs are taken.
We are happy to accommodate these requests and will photograph groups accordingly.

How did you hear about us?

☐ Returning Group ☐ Website ☐ Facebook ☐ School District ☐ Word of Mouth ☐ Other: _____

Special Events and Programs

Team-building events, special presentations, and programs such as Emergency at the Nampa Depot 1903 are conducted at the Nampa Train Depot Museum unless otherwise noted or arranged.

Museum Use Only

Date Request Received: _____

Scheduled Date: _____

Confirmation Sent: _____

Docent 1: _____

Docent 2: _____

Docent 3 (if needed): _____

Tour Processing Checklist:

- ☐ Calendar Updated
- ☐ Caldwell Notified (if applicable)
- ☐ Docents Confirmed
- ☐ Confirmation Sent
- ☐ 2–3 Day Reminder Sent
- ☐ _____