



Caterpillar Visitors Center Field Trip Policy & Reservation Form

(Field trip rates apply when school is in session September – May)

PRICING:

School groups are eligible for discounted admission with a two week advance reservation.

| K – 7 th Grade | 8 th – 12 th Grade |
|--|--|
| Free student admission (\$3.00 per adult/teacher/chaperone) | \$3.00 per student 1 free adult/teacher/chaperone per 10 paid students (additional adults/teachers/ chaperones \$3.00 each) |

To qualify for the discounted school rates, one of the following criteria must be met:

- A "school group" must originate from a state accredited public school or a private school recognized by the state's official department of education.
- Home school programs

HOURS:

The Caterpillar Visitors Center is open from 10:00 a.m. to 5:00 p.m. with the last entry at 3:30 p.m.

We suggest a **10:00 a.m.** start time for morning visits or a **1:00 p.m.** start time for afternoon visits. These are generally lower traffic times and better accommodate large groups.

Planning Your Visit:

- To preview the facility, prior to booking a field trip, educators may print a complimentary Educator Day Pass, valid for one visit per educator.
- We recommend 60 to 90 minutes for the self-guided tour.
- **To schedule your field trip, please complete the Field Trip Reservation sheet below. Reservation sheets may be emailed to CaterpillarVisitorsCenter@cat.com or mailed to Caterpillar Visitors Center, 110 SW Washington, Peoria, IL 61602. You MUST return the reservation sheet prior to your visit.**
- **School groups are required to provide the following:**
 - 1 adult chaperone per 10 students for grades 8th through high school
 - 1 adult chaperone per 5 students grades pre-K through 7th
- **Educators are required to assign students to a chaperoned group before arrival.**
- **Students must remain in their assigned group, with their chaperone, throughout the duration of the visit.**



Planning your visit continued...

- To provide students with a safe, educational experience, all adults accompanying a school group are considered chaperones.
- Chaperones are responsible for the behavior of students during their visit.
- [Chaperone information and responsibilities](#) are available on the Caterpillar Visitors Center Educator Resource page. *We recommend distributing this document to all chaperones before arrival.*
- It is the chaperone's responsibility to review the chaperone information and responsibilities document prior to their visit.
- We suggest chaperones bring a copy of the [Educator Resource Guide](#) to help lead students through the galleries.
- The Caterpillar Merchandise Center is located in the Caterpillar Visitors Center. The merchandise center offers a variety of field trip priced items between \$5 and \$10. If you plan to allow time to shop please do so after your tour of the Caterpillar Visitors Center and advise your students prior to your visit. Merchandise is not allowed in the galleries. The Caterpillar Visitors Center is not responsible for damaged or lost merchandise.
- Weather permitting, uncovered outdoor space is available for students to eat lunch. We do not offer refrigerated food storage. Schools are responsible for the storage of the students' lunches.
- Please establish a meeting place and time for your departure.
- Large bags and backpacks will not be allowed in the Caterpillar Visitors Center. Please leave bags/backpacks on the bus or in personal vehicles.
- The Caterpillar Visitors Center does not provide a coat check; we suggest students leave large coats on the bus or in personal vehicles.

Check-In Procedure:

Upon arrival, please have your students stay on the bus(es) while a faculty/staff member checks in at the ticket counter.

- The lobby may be accessed through the main entrance on Washington Street, the rear entrance off Water Street and the garage entrance off Water Street.
- A Caterpillar representative will greet you at the ticket counter.
- Payment is due at check-in unless advance payment has been made.
- Cash, school check or credit cards (Discover/Visa/MasterCard) are accepted. *Please note that school checks are non-refundable if printed in advance.*
- ***After check-in, a Caterpillar representative will greet the students on the bus(es) and provide an overview of the building and policies.***
- Facility maps are available upon request.



Parking:

- **Bus Parking**

Buses may drop off students in the bus lane, located on SW Washington Street, Peoria, IL, in front of the main entrance of the Caterpillar Visitors Center. Buses are not permitted to remain parked in the bus lane once students are in the facility. Free bus parking is available in the municipal lot 3 blocks south of the Caterpillar Visitors Center, off Southwest Water Street. Enter the following address when using GPS - ELM, 60 State Street, Suite 201, Peoria, IL 61602.

- **Metered Parking – managed by the City of Peoria**

There is metered parking available surrounding the Caterpillar Visitors Center on Main Street and Water Street. Meters are enforced from 6:00 a.m. to 6:00 p.m., Monday through Friday.

- Meter pricing is as follows: (coins and credit/debit cards are accepted)
 - \$0.25 per 15 minutes
 - \$1.00 per hour

- **Underground Parking Garage – managed by the Peoria Riverfront Museum**

Public parking is available beneath and between the Caterpillar Visitors Center and the Peoria Riverfront Museum accessible off of Water Street. This parking deck provides handicap access to the Caterpillar Visitors Center through an elevator located on the north wall.

- Parking garage pricing is as follows: (cash and credit cards are accepted)
 - \$0.50 per 30 minutes
 - \$5.00 all day (5+ hours)

Caterpillar Visitor Center Rules and additional information

- The Caterpillar Visitors Center is fully handicap accessible.
- No food or drink is allowed in the Caterpillar Visitors Center.
- No pets in the building. Only guide dogs for the blind and service dogs for people with disabilities and working dogs in training are permitted inside.
- For the safety of our guests, all persons and bags are subject to reasonable search.
- Photography is permitted in the Caterpillar Visitors Center. Please refrain from the use of cameras/video cameras in the theaters.
- Smoking is not permitted within the Caterpillar Visitors Center or on its property.
- Restrooms are available on the main floor and the exhibit level.
- Exhibit hosts are available to assist with the scavenger hunts and general questions.
- Shoes and shirt are required at all times.
- We highly recommend that sneakers or closed-toe, closed-heel shoes are worn in the facility. Sandals/flip flops are strongly discouraged.



Caterpillar Visitors Center Field Trip Reservation Form

To schedule a field trip, please complete the form below. Email completed form to **CaterpillarVisitorsCenter@cat.com** or mail to **Caterpillar Visitors Center, 110 SW Washington St., Peoria, IL 61629.**

School Name: _____

School Address: _____ City: _____

State: _____ Zip: _____ County: _____ Phone: _____

Day of Visit Contact Person

Teacher/Contact Name: _____

Day of visit cell phone: _____

Email: _____

Grade(s) on field trip: _____

Number of students K – 7th (FREE) _____

Number of adults/teachers/chaperones (\$3.00/ticket)

Total admission \$ _____

Number of students 8th – 12th (\$3.00 per ticket) _____

Number of paying adults/teachers/chaperones _____

1 FREE adult/teacher/chaperone per 10 **paid** students

Number of free adults/teacher/chaperones _____

Total admission \$ _____

Payment Type: (Please check one)

*You may pay for tickets on the day of your visit.

*School checks are non-refundable if printed in advance.

Cash_____ School Check_____ MasterCard_____ VISA_____ Discover_____

Date and time of day you would like to visit: (Please list your top two dates and times)

*Please take travel time into consideration.

The Caterpillar Visitors Center is open Monday–Saturday 10:00 a.m.–5:00 p.m. with last entry time of 3:30 p.m. We suggest a **10:00 a.m. start time for morning visits or a **1:00 p.m.** start time for afternoon visits. These are generally lower traffic times and better accommodate large groups.*

Preference 1 Date: _____ Time: _____

Preference 2 Date: _____ Time: _____

Educator Signature: _____ Date: _____

*You will receive a confirmation / informational email once your reservation form has been submitted. If you do not receive this information within 6-8 business days, please call (309) 675-9494.