

# Updated Colorado State Capitol Scheduling Procedures for Student Groups

In order to accommodate an increasing number of school groups and provide a unique experience for all students who visit the Colorado Statehouse, we will be updating our scheduling policies **effective August 10, 2019.**

There will be a few changes to the system that are important to take note of when planning your school trips beginning in the Fall 2019 semester:

- The online procedure for scheduling a tour will remain the same and the form is available at <http://leg.colorado.gov/> under the 'Visit and Learn' tab.
- Reservations will still be accepted up to one calendar year in advance.
- There will now be two tour times to choose from each day (based on availability):
  - **MORNING:** 10:30am – 12:30pm (Includes historical, legislative, attic, dome, and lunch/teacher led activity tour rotations) **4 Groups at most**
  - **AFTERNOON:** 1:00pm – 2:30pm (Includes historical, legislative, attic, and dome tour rotations) **2 Groups at most**
- All morning tours will include either a lunch or teacher led activity as part of your rotation. You may specify your preference on your reservation request form. Groups attending in the afternoon will not be provided lunch space at the Capitol, but are welcome to eat on the grounds.
- These changes will be for both fall and spring semesters (August 10<sup>th</sup> thru the last business day of May) and a legislative rotation will now be offered throughout the school year. Space during the Legislative Session will still fill up quickly though, so reserve early.
- Please arrive 15 minutes early for your scheduled tour. Upon arrival, the designated lead teacher must check-in at the Visitor Services Information Desk (located on the north side of the first floor) prior to entering the building. A member of Visitor Services will assist with escorting the students into the building.

Thank you and we look forward to your visit!