

Tour Information for Teachers, Chaperones, Guides, and Group Leaders

We are pleased to share our beautiful Capitol, Library and Historical Museum with your group and look forward to your visit! To make your tour as pleasant, interesting and informative as possible, and to assist us in serving you, please read the following carefully.

Tours are given according to the number of persons indicated on the confirmation letter. Please call 517-373-2353 if this number changes.

Minimum requirements:

- **Pre-school thru 2nd grade: one chaperone for every two children.**
- **Grades 3-12: one chaperone for every five students.**

If anyone in your group has a special need, we may be able to make special arrangements if you call ahead.

- If you need to change the time of your tour or to cancel, please call 517-373-2353.
- Tours are tightly scheduled. Please arrive a few minutes ahead of your scheduled time to allow the use of restrooms.
- Your Senator and Representative will be informed of your visit to the Capitol.
- Tours of the Capitol building are 45 minutes to an hour.

Late arrival means a shorter tour. Plan on 15 minutes walking time between the Capitol and the Michigan Library and Historical Center.

- We recommend 1.5 to 2 hours to visit the Michigan Historical Museum (minimum time 1 hour).

PARKING (See map at the end of the document)

- Buses may park free, and cars or vans pay \$1.00 per hour at the Michigan Library & Historical Center south parking lot between Washtenaw/Butler/Kalamazoo and Sycamore Streets. Entrance is off Kalamazoo Street, 3 blocks north of the I-496 expressway and two blocks east of M. L. King/Logan St. (M-99).
- Buses may also park on Walnut Street directly west of the Capitol at reserved meters.
- On weekends, free parking is available at meters on any city street, or in the Kalamazoo Street parking lot directly south of the Michigan Library and Historical Center.
- Drivers please note – idle reduction saves money and reduces air pollution. Turn engines off in parking areas to avoid unnecessary vehicle idling.

RESTROOMS

• Public restrooms are located on the ground floor of both the Capitol building and the Michigan Library and Historical Center. Please divide large groups to avoid overcrowding.

Students must be accompanied by adult chaperones while using the restrooms at the Capitol and the Michigan Library and Historical Center.

EATING

• Concession/vending areas are located on the ground floor of both the Capitol and the Michigan Library and Historical Center. ***Please do not allow any of your group to purchase food, drinks or souvenirs before the tour. Wait until the conclusion of the tour.***

Directions to area restaurants or fast food establishments can be provided upon request.

If you have any further questions about your tour, please don't hesitate to call 517-373-2353 for additional information.

Capitol Building

Your Group Leader should report to the Tour and Information Desk for instructions prior to the tour.

This desk is located on the ground floor in the east wing of the Capitol.

Enter at the east or west (front or back) doors on the ground floor.

DO NOT climb the stairs to the first floor.

A tour guide will be assigned to your group and will lead you through the building, giving a 45 to 60-minute presentation on the history and restoration of the building and an overview of the legislative process. Whenever possible, observation of legislative sessions will be included.

The Capitol is the seat of our state government and also an office building. Please remind your group before entering the building that it is important to respect those who are working in their offices throughout the Capitol. The Capitol is also a historic treasure. Help us preserve its art and architecture and make your tour as safe as possible by following these rules (ask your chaperones to help):

- Please do not run on the stairs or in the halls. Running up or down the stairs is the most common cause of injury in the Capitol.
- Do look, but please don't touch. Avoid touching or leaning against the walls,

“marble” columns, and wood trim. It is all hand painted and very fragile.

- **Please remind students not to talk** once they enter the Capitol. Voices echo and disturb other tours and those working in offices.
- At the rotunda railings on the upper floors, remind students to keep their feet on the floor while looking over. Do not allow students to put their heads through the railings. Do not place anything on the railings.
- Outside the building, do not allow students to climb on the stone porch railings or run up and down the stairs.

Michigan Library and Historical Center

This building consists of the Library of Michigan (on the west side) and the Michigan Historical Center, which includes the Michigan Historical Museum and State Archives of Michigan (on the east side).

Library of Michigan

Call for up to date hours..

Some library collections and services have their own hours. Please call 517-373-1300 for details.

Michigan Historical Museum

Your group leader should report to the first floor Welcome Center (south entrance, across from the Museum Store) upon arrival. At the Museum, staff members will present a brief orientation before groups go on a self-guided visit (based on operational considerations). **The Museum information telephone number is 517-373-1359.**

Hours: Monday – Friday 9:00 a.m.-4:30 p.m.

Saturday 10:00 a.m.-4:00 p.m.

Sunday 1:00 p.m.-5:00 p.m.

Closed holidays.

Museum Store—Located inside the Washtenaw Street entrance, all merchandise relates to the history of Michigan and the Museum’s collections. Included are books, educational toys, Native American crafts and paper goods ranging in price from 30 cents to over \$100.00

Store Hours:

Monday through Friday 10:00 a.m.-5:00 p.m.

Saturday 10:30 a.m.- 4:30 p.m.

Sunday 1:00 p.m.- 5:00 p.m.

Closed holidays.

For more information, call 517-373-1375.

State Archives

Visitors report to the Archives reception desk on the second floor (east side). Tours vary by type of group and normally range from 5 to 60 minutes in length. Tours must be scheduled in advance. **Call 517-373-1408 for additional details and for hours.**

Rules for BOTH the Capitol Building and the Michigan Library and Historical Center:

- Teachers, group leaders and chaperones are responsible for group behavior and safety.
- **Students must be accompanied by adult chaperones while using the restrooms at the Capitol and the Michigan Library and Historical Center.**
- Inappropriate or unsafe behavior, such as spitting, throwing or dropping objects from the upper floors, may cause the termination of your tour.
- Fire regulations dictate that groups stay to the right and behind their guides on the stairways.
- Radios, headphones, tape recorders and chewing gum are not permitted.
- **We would prefer that students not bring backpacks with them.**
- Do not allow students to talk loudly or shout.
- Fire regulations prohibit visitors from sitting on hallway floors or stairways.
- **Tours of the Capitol building** are conducted Weekdays from 9:00 a.m. to 4:00 p.m. and Saturdays from 10:00 to 3:00.
- **The Capitol is closed on Sundays.**
- **The Museum** hours vary - please see above.
- All buildings are closed on official state holidays.
- All hours are subject to change.

Plan on 20 minutes walking time between the Capitol and the Michigan Library and Historical Center.

Michigan Supreme Court Learning Center

925 Ottawa Street, Lansing

Located on the first floor of the Hall of Justice, the Learning Center informs citizens about the Michigan judicial branch and is designed for visitors from the third grade to adults. The gallery is filled with hands-on activities as well as traditional wall text panels. School tours last one hour and have been designed to meet many of the requirements for the Michigan Education

Assessment Program Standards and Strands. **The Learning Center is free and open to the public Monday–Friday, 9:00 a.m.–4:00 p.m.**, closed on weekends and state holidays. For more information or tour reservations, call **517-373-7171 or 517-373-7444**.

Things to See and Do in Lansing

A **Visitor Center** operated by the Greater Lansing Convention and Visitors Bureau can provide information for your visit to the greater Lansing area. It is located at 500 East Michigan, Suite 500, Lansing, MI 48912.

Open Monday-Friday from 8:30 a.m.-5:00 p.m., except major holidays.

Telephone 517-487-6800 or 1-800-648-6630.

If, after reviewing this information, you have more questions about your visit to the State Capitol Complex, please call or write the:

Capitol Tour Guide and Information Service

Michigan State Capitol

P. O. Box 30014

Lansing, MI 48909-7514

Telephone: 517-373-2353

Thank You!