TOUR POLICIES, PROCEDURES, AND FEES

All tours are scheduled through the Arboretum by the fiscal assistant, Nancy Stoner. You may contact her via email (nas26@psu.edu) or telephone (814-867-4262).

A fee is charged for some tours. Please see instructions in item #3 regarding submission of fees at least ten days prior to these tours.

1) Self-Guided Tours

Visitors may explore the H.O. Smith Botanic Gardens at their convenience from dawn until dusk every day. Brochures containing garden maps are available on site.

2) Staff- or Docent-Guided Tours for University Affiliates (Free)

Guided tours are available by reservation for groups affiliated with Penn State’s programs. Examples include University classes, Penn State Alumni Association groups, University conference groups for whom visits have been pre-arranged by conference organizers, daycare groups from the Child Care Center, etc.

These tours are available on a limited basis, subject to the availability of staff or volunteers. Groups must reserve a tour guide at least two weeks prior to their visit. Reservations are taken on a first-come basis. A minimum of 8 people are required for a group tour, and groups larger than 30 will be divided between two or more guides. If a group needs to cancel or reschedule a guided tour, the organizer should notify the Arboretum as soon as possible, preferably at least 48 hours before the tour.

3) Staff- or Docent-Guided Tours (Fee-based)

Tours are also available by appointment for a fee of $45 for groups of up to 30 individuals. Tours can be provided for larger groups at a fee of $45 for each increment of 30 persons. Fees are used to support core functions of the Arboretum.

Persons under the age of 18 must be accompanied by a parent or guardian who will provide appropriate supervision. See item #4 below for additional requirements for groups containing minors.

Reservations must be made at least three weeks in advance and the nonrefundable fee must be received no less than ten days before the tour. Once a fee has been determined for the size of the group and the tour has been confirmed by the Arboretum’s fiscal assistant, please make a check payable to The Arboretum at Penn State and mail the check to the following address:

Revised Oct. 9, 2012
4) Special Requirements for School Groups and Child-Related Organizations

Whether self-guided or docent-guided, reservations are required for visits by school groups (including home school groups) and child-related organizations (e.g., daycare or scouting groups). At least one teacher or chaperone is required for every five preschool children, every ten children who are in kindergarten through middle school, and every twenty-five youths who are of high school age. Teachers or group chaperones are responsible for supervising minors who visit the Arboretum and ensuring that visitation rules are not violated. These rules are posted at the entrances to the gardens and contained on the last page of this policy.

The Arboretum will not provide a staff person or docent to support these visits. However, a tour guide can be provided on a fee basis as described under #3 above.

Teachers are encouraged to make a visit in advance to become familiar with the layout and plantings in the botanic gardens.

PARKING

There is limited parking in the Arboretum’s lot. Visitors must park large vehicles such as motor coaches or school buses at the Porter North parking lot on Porter Road near Beaver Stadium. A map showing this lot is available at http://old.geog.psu.edu/gouldcenter/visGuide_map.pdf
THE ARBORETUM AT PENN STATE
H.O. SMITH BOTANIC GARDENS

GARDEN REGULATIONS

THE FOLLOWING ARE PROHIBITED:

• Pets, except for service animals
• Bicycles, skateboards, roller blades, and similar devices
• Running, climbing, throwing, and similar play
• Wading in the fountain and other water features
• Walking in mulched plant beds
• Picking or destroying plant material and labels
• Picnicking
• Blankets and folding chairs
• For-profit photography, except as described on our website
• Group wedding photography, except at the fountain

PLEASE DO THE FOLLOWING:

• Use our trash receptacles (for chewing gum and cigarette butts, too!).
• Wear a shirt at all times.
• Turn off cell phones and audio devices.
• Contact the Arboretum staff to schedule gatherings and tours.

OPEN DAILY FROM DAWN TO DUSK