

Ohio State/OARDC Group Tour Policy

While visiting The Ohio State University, Ohio Agricultural Research and Development Center we want your group to have the best possible experience, we request that you follow these policies to assist us in creating this experience.

1. Please remember that this is a research facility. There are researchers working in their offices and laboratories. Visitors are asked to remain quiet in the hallways.
2. Do not touch items, such as plants unless instructed to do so by the tour guide. Certain plants and arthropods can cause irritations when handled. When instructed to handle organisms, rest assured that it is safe to do so, as we have your safety in mind. Please handle gently as these are living organisms. Please do not move plants or plant labels.
3. No food or drink is permitted in the greenhouses/laboratories as they attract pest insects.
3. Groups should plan to arrive on campus 15 minutes prior to the start of their visit. If your group arrives more than 30 minutes late, we have the right to adjust your visit as necessary and potentially cancel your visit.
4. Groups wishing to cancel their tour must do so at least 48 hours prior to the scheduled visit.
6. Let us know if your reservation numbers have changed, so that we can plan accordingly for tour guides.
7. In accordance with Ohio State's HR Policy 1.50 (Activities and Programs with **Minor Participants**), chaperones must be at least 18 years old. A chaperone has primary responsibility for supervision of minors at any given time point throughout the activity or program with minors.
 - A minimum ratio of one (1) adult chaperone to six (6) children is required to attend at the facility.
 - Chaperones cannot include students or staff members of OARDC.
8. This campus has been designated as a tobacco free environment.
9. Please be aware that there is no seating available in the laboratories. Tours involve walking and standing for the duration. Visitors needing special assistance can be accommodated with prior arrangement.
10. Wear only appropriate clothing in the lab. Not allowed are loose flowing sleeves or blouses, bulky jewelry, scarves, shorts, miniskirts, bare feet, sandals and open toe shoes. Required are tight long sleeves or short sleeves, slacks or mid-length skirts and regular shoes or sneakers.

While we hope to never need to use these resources, we would like to provide them.

- The Ohio State University Police contact: (330) 287-0111
- Wayne County Children Services contact: (330) 345-5340

Your visit request will not be confirmed until you have read and accepted this policy.

Signature and Title

Date