



Holocaust Memorial Center  
Zekelman Family Campus  
28123 Orchard Lake Road  
Farmington Hills, Michigan  
Gail Cohen, Tour Coordinator  
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## Field Trip and Group Tour Information

Thank you for your interest in scheduling a tour of the Holocaust Memorial Center Zekelman Family Campus. Reservations are required for ALL groups of 10 or more people. Space is limited, so please make your reservations as early as possible.

### FAQ

#### How long does a tour last?

Please allow 2-2½ hours for your group to experience the museum. Tours include a docent-led tour through the permanent and special exhibits; most also meet and listen to a Holocaust survivor.

#### During what hours can group tours take place?

Docent-led tours are available between 9:00 am and 3:00 pm. Evening tours are available by special arrangement. Please have at least three dates in mind when arranging for your tour.

#### ADA-Compliance and Museum policies

The Holocaust Memorial Center is fully accessible to persons with disabilities. Photography and videography are prohibited at all times in the museum except with prior permission from the Executive Director. We ask that you dispose of chewing gum before entering the building.

#### What if I need to reschedule?

You will receive email confirmation upon receipt of your reservation. Should it be necessary for you to cancel your trip, we ask notification at the earliest opportunity. Every effort will be made to reschedule, but no guarantee can be made.

#### Can special requests be accommodated?

Special programs, including a talk with a survivor, liberator or other speaker or specific films may be scheduled at the museum as available. Although no guarantee is made, every effort will be made to accommodate your request. Please notify us in advance if there are significant changes in the group size or if you anticipate time constraints.

#### What are the group tour admission rates?

- The fee for a 6th-12<sup>th</sup> grade school tour is \$3.00 per student. Teachers and bus drivers receive free admission. Additionally, one chaperone per ten students is free; all other chaperones will be admitted at the group rate of \$6.00 per person.
- The fee for a College/University group is \$5.00 per participant.
- Adult groups are \$6.00 per person.

#### Payment

Payment is appreciated prior to your visit or can be made upon arrival. Payment may be made by check, credit card or school purchase order. **We ask that one payment be made for the entire group.**

#### How do I schedule a tour?

Call Gail at 248.553.2400 x10, email [Gail.Cohen@holocaustcenter.org](mailto:Gail.Cohen@holocaustcenter.org), or visit [www.holocaustcenter.org/tour-request](http://www.holocaustcenter.org/tour-request).

## School groups

### For what ages are the exhibits appropriate?

A visit to the Center is appropriate for students in the sixth grade and above.

### Arrival

Please arrive fifteen minutes prior to scheduled tour time. We ask that the teacher, chaperones, and students wear name tags to identify the group and to facilitate addressing each person by name. Please divide your group and assign chaperones into groups as requested PRIOR to arrival.

### Buses and Parking

Buses should discharge passengers at the building's north entrance, then proceed around to the south parking lot, where bus parking is designated. Groups will exit through the south doors adjacent to the bus parking area. There is sufficient bus parking on the property and bus drivers may accompany the students at no charge.

### Teachers and Chaperones

Please speak to your students about proper museum behavior and note that there may be other groups and individuals in the museum at the same time as your visit. One adult chaperone per ten students is required. **It is the responsibility of the teacher and chaperones to maintain appropriate behavior and to keep your group together.** Groups exhibiting inappropriate behavior may be asked to leave the museum.

In order to provide an appropriate learning atmosphere during the tour, please understand that paper and pens or pencils are not allowed in the exhibitions. It is suggested that assignments be completed outside of the museum visit.

Please ask the students to leave backpacks, purses, food, drinks (including water), beepers and cell phones on the bus and that chewing gum be discarded before entering the building.

### Before you visit

Teachers are encouraged to visit the museum as our guests prior to their field trip. To make the most of your field trip experience, we ask that the museum NOT be your students' introduction to the Holocaust. Please provide your students with an introduction to tolerance, respect for diversity, the Jewish religion and the Holocaust. For teacher resources, please go to [www.holocaustcenter.org/teacher-resources](http://www.holocaustcenter.org/teacher-resources).

### In case of delay or for questions

In case of delay or problems on the day of the tour, please call the museum at 248.553.2400 x10. Please do not hesitate to call and discuss any questions or concerns that you may have.

### Lunch

Limited facilities are available on a first-come-first-served basis. Only water is allowed: no juice or soft drinks.

### Teacher Training

The museum offers opportunities for teacher development for those who are interested in learning more about the Holocaust and Jewish history and how to teach these sensitive subjects. Please let us know of your interest.

### Tour Survey

After your tour, please fill out our tour survey at [www.holocaustcenter.org/tour-survey](http://www.holocaustcenter.org/tour-survey) and tell us about your experience. Feedback is confidential, appreciated, and may help us improve the quality of our visitors' experience.