

PAYMENT

All payments for programs and tours are due 2 weeks before the reservation date.

Please make all checks payable to the Frank Lloyd Wright Trust and mail to:

Frank Lloyd Wright Trust
Education Department
931 Chicago Avenue
Oak Park, IL 60302

Credit card payments can be made by calling 708.725.3825 (office) or 773.389.4261 (mobile).

ON-SITE POLICIES

Large bags and parcels, backpacks, strollers, food, drinks, chewing gum and slime are prohibited in the museums. Photography is permitted on all tours. Video footage is prohibited.

Please wait to unload buses and disperse groups until you check-in onsite with a Trust Educator. We recommend that buses park on Chicago Avenue. (If parking is not available there, try Woodbine Avenue.)

REFUND POLICY

To receive a full refund, all cancellations must be made with at least 2 weeks notice. There are no refunds within 2 weeks of the reservation date.

The Frank Lloyd Wright Trust reserves the right to cancel or reschedule groups arriving after their scheduled reservation. No refunds are provided.

Programs and tours cancelled by the Education Department due to emergency or severe weather conditions can be rescheduled at no additional charge and with a 50% refund. In the event that the program cannot be rescheduled, the full amount invoiced by the Trust will be refunded.

ACCOMMODATIONS

We welcome individuals from all backgrounds and abilities. Please let us know if anyone in your group would benefit from the following:

- Visual schedule/ social story
- Large print materials
- Built-in/ additional breaks
- Additional chaperones/ supplemental support assistants

**Due to the historic nature of our sites, not all areas are accessible. Accommodations can be made with advance notice.*

CHAPERONES

Teachers, Paraprofessionals, and Educators affiliated with your school are always free, up to 6 individuals per school, per visit.

Parental chaperones affiliated with schools, home schools or private groups are free up to 2 parents for groups of 10 to 30 students, and 4 parents for groups of 30 or more. Additional parental chaperones beyond those numbers will be charged the standard tour rate of \$24.00 and will only be welcome if capacity allows.

CANCELLATIONS/RESCHEDULING

Any cancellations or rescheduling must be made at least 2 weeks in advance by the final payment date or you will be charged the full fee for the original reservation.

All rescheduling is subject to availability. Schools or institutions with multiple groups may be required to reschedule on different dates.



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SHIPPING COSTS

Shipping costs are listed below.

Building Blocks of Architecture- Froebel Blocks:
\$75/in-state and \$100/out-of-state

Building Blocks of Architecture - Pentominoe Blocks:
\$75/in-state and \$100/out-of-state

The Wright 3:
Free for Chicago Public Schools, Oak Park D97 and River Forest D90 schools

REFUND POLICY

To receive a full refund, all cancellations must be made with at least 2 weeks notice. There are no refunds within 2 weeks of the learning kit rental date.

A learning kit rental or virtual workshop cancelled by the Education Department can be rescheduled at no additional charge. In the event that the learning kit rental or virtual workshop cannot be rescheduled, the full amount invoiced by the Trust will be refunded.

VIRTUAL WORKSHOPS

We welcome individuals from all backgrounds and abilities. Please let us know if anyone in your group would benefit from additional resources prior to your workshop.

If renting a learning kit, we offer the first virtual workshop as complimentary. Additional virtual workshops can be requested for \$15/class. We offer 4 virtual workshops maximum.

The Frank Lloyd Wright Trust reserves the right to cancel or reschedule virtual workshops if classes sign on more than 15 minutes late to their virtual workshop.

DAMAGES AND LOSS

We expect for each learning kit to be returned in the same condition it was shipped. Damages will be addressed on a case-by-case basis.

If the learning kit is not returned on time, an additional charge of \$20/week will be incurred. After 8 weeks, a \$1000 fee will be incurred.



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