



Group Visit Terms & Guidelines

The Oglethorpe University Office of Admission is glad to host student groups for engaging and informative campus visits. All visiting groups are obligated to meet the following expectations:

- 1) Groups should arrive 5-10 minutes before the start of their itinerary. OU may have to adjust, shorten, or cancel the visit if your group does not arrive within 15 minutes of the scheduled start time.
- 2) Upon arrival on campus, the Group Coordinator should call the Office of Admission at 404-364-8307.
- 3) Group visits are meant to be fun, but participating students must behave themselves. Students should be respectful of our campus and our community. They must follow the directions of the tour guide and stay with their tour group. Tour guides can end the tour at any point if a group's behavior is inappropriate.
- 4) Groups must bring at least 1 chaperone per 15 students. These chaperones must stay with their students throughout the visit and help manage the group. All chaperones should be aware of the visit timeline.
- 5) Group tours will include an academic building, our campus center, our library, and a residence hall. We are unable to visit athletic facilities or the theatre during our tours. Group tours will not stop at the campus Starbucks or the Student Store. You are welcome to stay on campus after your visit to make purchases.
- 6) Arrangements for your group to eat in the OU Dining Hall must be made at least 1 week in advance. Arrangements can be made through Brett Muller at 404-504-1411 or muller-brett@aramark.com.
- 7) We will try to make accommodations for students and chaperones with accessibility or mobility concerns. However, we cannot provide a wheelchair or golf cart. Please notify us in advance of any guests with concerns.
- 8) If your expected attendance increases or decreases by more than 5 students, you must update us in advance of your visit.
- 9) If you need to cancel a confirmed visit, please notify us as soon as possible. Groups that fail to notify us or cancel on the day of their reservation may be barred from future visits.

Groups that fail to meet the above expectations may be barred from future group visits. We look forward to hosting your group soon. If you have any questions or concerns, please reach out to us at 404-364-8307 or visits@oglethorpe.edu.

Group: _____

Visit Date: _____

Signature: _____

Date: _____

Your group visit reservation will not be complete until you return this contract with signature. Return by fax (404-364-8491) or e-mail (visits@oglethorpe.edu).