Welcome to the Museum of Texas Tech University. We hope you enjoy your time with us. In order to get the most out of your experience, here are a few guidelines to follow.

**Visitors to the Museum:** Museum staff will greet you on your bus before entering the museum in front of the north entrance (facing 4th street).

Please note that no food or drinks, backpacks, large purses, satchels, briefcases, luggage, umbrellas, or pets are allowed into the gallery areas. Flash photography is not allowed. Only pencils should be used in the galleries at all times. There should be no running or rough housing while in the museum and galleries. Teachers and administrators, please have one adult for every ten students on hand to help manage students while in the galleries.

**Museum bus parking:**

Buses may enter the Museum parking lot from 4th Street and an education staff member will meet you at the bus. Buses must park in the north parking lot close to 4th Street.

**Notice:** Exhibits at the Museum change on a regular basis. While we are sensitive to the feelings of our visitors, please be aware that some material may be considered unsuitable for some age groups. Teachers are invited to visit the museum prior to your group visit.

In case of an emergency, please find a staff person wearing a red or black Museum of Texas Tech University polo shirt and badge. Emergency exits are marked, but staff is available to direct you to a place of safety in case of weather, fire, or other emergency.

**Restrooms:** On the main floor, a small public bathroom is located at the main north entrance near the stairwell with larger public restroom facilities located in the Helen DeVitt Jones Sculpture Court. Any staff member can direct you to the larger facilities if they are available. Restrooms are also located on the second floor just to the right of the stairs.

**Food and Drink:** While we do not have a standing facility for eating lunch or snacks, we now have limited access for groups to eat. This area is not always available and arrangements must be made two weeks in advance. No food or drink is allowed in the galleries or Moody Planetarium.

**Planetarium shows and Guided Tours:** Because we often have more than one school show/tour each day, we ask your help in keeping us on schedule. Please
Important Information for groups - Museum of TTU

arrive 15 minutes before your show/tour’s scheduled time, and be aware that groups more than 15 minutes late are subject to cancellation. If your group is running late or has to cancel, please notify us as soon as possible.

Seating capacity is 71 plus two wheelchair slots. Education Division personnel will collect fees. We accept checks, cash, credit cards, and POs. Please designate one person from your group to handle check-in and fees. The planetarium school show is $2 a person for everyone over the age of two. This includes teachers, aides, family members, etc. as well as students.

A note about light: When in the planetarium, please turn off phones and keep them out of sight. Phones out during a show put out enough light to prevent all from enjoying the show.

We hope that you enjoy your trip to the Museum of Texas Tech University. Please, let us know if you have any questions or concerns. We look forward to your visit!

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Museum hours:
Monday Closed
Tues - Sat 10 AM - 5 PM
Sunday 1 - 5 PM

Contact Us:
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Helen DeVitt Jones Curator of Education
Tiffany Demmon
Public Program Coordinator
Anna Davis
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Caroline Reeves
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