



National Park Service
U.S. Department of the Interior

Appomattox Court House
National Historical Park

P. O. Box 218
State Route 24
Appomattox, Virginia 24522

434-352-8987 phone
434-352-8568 fax

Some Tips for Group Reservations and Educational Fee Waivers

Please read all information carefully

1. It is best if you can provide us with 2-3 weeks notice. We are unable to provide special programs such as Interpretive Programs or a DVD of the park films if we do not have this notice.
2. Please try to get the documentation back to us as soon as possible. Once we have received all of the needed documentation, we will send out a confirmation letter.
3. Due to concerns about impacts on the historic resources at Appomattox Court House, we are not able to accommodate multiple large groups at one particular time. If there is a conflict, we will contact you and try to accommodate all groups requesting a reservation.
4. If you are leading a group of students please read the requirements for chaperones in the confirmation document. Teachers and group leaders are responsible for their students.

School Groups and Curriculum Based Education Programs

Educational fee waivers are granted to groups who are visiting the park as part of a curriculum based educational program (schools, Elderhostel, home school group) as long as the visit corresponds directly to a course of study. If the fee waiver is granted, the waiver covers the student, teachers, and bus drivers, along with one additional adult chaperone per 10 students.

****Note: If you are a tour company arranging a visit for a school or educational group, this information must be forwarded to the educational institution.****

Waiver requests must include all three of the following and can be faxed to 434-352-8568:

1. Waiver must be requested in advance, in writing on the institution letterhead and addressed to the Park Superintendent, P. O. Box 218, Appomattox, VA 24522.
2. Documentation of official recognition as an educational institution by a federal, state or local entity (can be a tax exemption certificate).
3. Statement of relationship between visit purpose and facility use, including lesson plan and objectives to be accomplished by your visit. (A general statement to the effect that the visit is for "educational purposes" is not sufficient.)

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Please fill out the following information and **fax to 434-352-8568**, Attention Group Tours Coordinator. Call 434-352-8987 x 31 with any questions.

(If you are an educational group requesting a fee waiver, be sure to include all the needed fee waiver documentation)

Date of Visit Requested: _____ Time: _____ Day of Week: _____

Name of Group: _____

Total Number in Group: _____ Adults: _____ Children: _____ Senior Citizens

Please indicate age and/or grade of children: _____

_____ Interpretive Program Requested?

Note: These programs will usually require two hours. A large group must be broken down into three to four smaller groups.

****These programs can only be presented if staffing is available****

Group Contact Person: _____

Phone: _____ Fax: _____

Email: _____

Group Address: _____

City: _____ State: _____ Zip Code: _____

Additional Information Requested

_____ Brochure

_____ DVD of park films

Teacher Information Packet – available on the park website, www.nps.gov/apco (look in the “For Teachers” section).

Also available on our website is *Peace and Reunification*, an integrated teaching/learning package designed for 4th and 5th grade students.

Please attach any special request or accessibility needs.

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