



Esteemed Teacher:

Thank you for your interest in visiting the San Juan National Historic Site: the fortifications of San Cristóbal and San Felipe del Morro. Please read the following instructions and requirements carefully in order to visit the fortifications.

Kindergarten to 10th Grade Groups:

► If your visit is four or more weeks in advance:

1. Please fill out and send the Reservation Form for School Groups and Universities with three weeks of anticipation to FAX 787-289-7972 or 787-289-7165, or email kina_gonzalez@nps.gov.
2. **Reservations cannot be made over the phone.**
3. Adult chaperones required*:
 - a. For every 10 children in attendance there needs to be one adult over the age of 18 years old responsible for the security and conduct of the children.
4. Children should come dressed in their uniforms and be easily identifiable.
5. Private schools should send a copy of the certificate or license of accreditation. (This does not apply to public schools or universities.)
6. You are responsible for calling to verify that the request form was received and that the reservation was approved.

► If your visit is within the next three weeks:

1. **You will not be able to make a reservation or have a guided tour**, but you are always welcome to visit the fortifications of San Cristóbal and El Morro if your group has the required number of adults* (see above), the students are in their uniform or easily identifiable to your group, and they are well behaved.
2. Entrance to the fortifications is free for the students and their chaperones. Additional visitors, over the age of 16 are required to pay the entrance fee of \$3.00 to visit one fortification, and \$5.00 to visit both.
3. Your entrance to the fortification can be delayed if, at the time of your arrival, there is already a school group waiting to enter (your group will need to be divided), if there is already a school reservation for that hour, if the fortification is at its maximum capacity, or if there is no staff to attend your group upon its arrival.

► Groups with or without reservation:

1. If your group is not in uniform or easily identifiable (school I.D. or nametag with the student's name and the name of the school), the group will have to pay the regular cost of entrance: Children 15 years old and under enter free and visitors 16 years and older will pay \$3.00 to visit one fortification, and \$5.00 to visit both.
2. On the day of your visit the group is to remain outside the entrance to the fortification while one person in-charge enters to registrar the group. **The group waiting outside should not block the fortification's entrance and must wait until park staff comes outside to receive the group.**
3. Groups that are visiting the green area of El Morro should have the correct number of adult chaperones (1 adult for every 10 children) to ensure the security and good behavior of the students. Please do not climb on the wall, and make sure to utilize the trashcans to deposit waste, or the recycling receptacles for recyclables. These measures safeguard our National Park and World Heritage Site.
4. Groups that exceed 40 students should be subdivided into groups of 30 to 40 students to receive a talk on security before entrance into the fortification.

If you have any questions, please do not hesitate to call 787-729-6777 ext.271 or send an email to kina_gonzalez@nps.com. **Please make your reservation with anticipation so we can reserve your desired date.**

Thank you,
Kina M. González Rodríguez
Education Specialist

***IMPORTANT**

If on the day of the visit, your group does not have the required number of adult chaperones or the students are not well behaved, for reasons of security the group will be denied entrance to the facilities, even if a reservation was made.

