



## Guidelines for Scheduled School Groups

### **Please note:**

**All buses must let off passengers at the south entrance (Mississippi Street side), which is the front.**

**Buses are not allowed to enter at the north entrance (High Street side), which is the back.**

### **Disembarking, Parking, Entering:**

**Bus driver should let off students on the south side, the front of the Capitol (MISSISSIPPI STREET).**

You'll know you're in the right spot because the eagle on top of the Capitol will face you. You will also see a replica of the Liberty Bell near the street. Your tour guide will greet you at the base of the steps.

If raining: Walk up first set of steps. Do not walk up second set of steps. Instead, take sidewalk around them to enter building underneath steps at the porte-cochere.

**Bus driver should drive around to the Mississippi Fairgrounds to park.** Driver should call Capitol Police at 601-359-3125 for officer to pick up bus driver and bring to Capitol. At end of tour, driver should call Capitol Police to take him/her to bus.

**Driver should drive to front of the Capitol (MISSISSIPPI STREET) to pick up students after tour.**

**Those who come in separate vehicles may park in the lot at the northeast corner of High Street and President Street near the back of the Capitol.** (If it is not the Legislative Session, they may also park in the unmarked spaces in the Capitol's parking lot off of High Street.) To meet the group, please walk to the front (south side) of the Capitol. The tour guide will greet you at the front of the Capitol (Mississippi Street side) at the base of the steps.

If raining (for those coming in separate vehicles): Enter at the back of the building (ground level) or at the front of the building underneath the steps in the porte-cochere (ground level).

**If you have students who are physically challenged and are not able to walk up or down stairs, please let us know beforehand in order to make arrangements for easy entry into the Capitol and to use the elevator.**

- 1. Entry:** Please contact Visitor Services before the tour date in order to receive proper directions of where and how to enter the Capitol. (We will work with group leader to determine the easiest access.)
- 2. Inside:** Please have an individual in your group available to assist anyone in need with the elevator and, in particular, when it's time to enter the gallery of the House of Representatives, as wheelchair access is on a different floor.

**Please leave backpacks and large totes in vehicles, if at all possible, as it will make going through security easier/faster.**

## **Rules During Tour:**

**Teachers and chaperones must supervise their students at all times during the tour.**

***While touring the Capitol, students will be expected to obey the following rules:***

1. Keep voices low and move quietly.
2. Walk up and down stairs in a single file line on the right.
3. Do not lean over railings.
4. Video or voice recording is not permitted.
5. With the exception of the Legislative Chambers during the Session, visitors may take photos while touring the Capitol.

## **Rules For Legislative Galleries:**

**If your group is able to watch the legislature from either of the chambers' galleries, students and teachers are seated first. Chaperones will then be able to enter, as room permits.**

***While in the gallery, all visitors are to obey the following rules:***

1. Use of any electronic device is prohibited. This includes cell phone, camera, and computer.
2. No food or drink allowed, including bottled drinks.
3. No umbrellas allowed.  
(Check your property with Capitol Police at the gallery entrance.)
4. No applause or other disturbance allowed.
5. Boys and men must remove hats.

## **Important Extras:**

**Legislators may be able to speak with your group, depending on their schedules.** We know this is important to you and allow this time during your tour. Please know that the actual touring of the Capitol may be shortened to accommodate these special times with your legislators.

**Should your group arrive late, please understand your tour may have to be shortened accordingly.** This is to allow the allotted time for each of the scheduled tours during the day.

**Should your group need to visit the restrooms before the tour, arrive about 15-20 minutes early.** From the base of the steps, follow the narrow sidewalk that goes around the side of the front steps to the entrance under the steps. Once inside, Capitol Police at the security entrance can direct you to the restrooms. **After the restroom break, please meet your tour guide back outside at the base of the steps to begin your tour.**

## **Driving Directions to south side (front) of Capitol (Mississippi Street):**

**From I-55:**

Take Exit 96-B, go west along High Street, turn south onto State Street, then west onto Mississippi Street.

## **Driving Directions from Mississippi State Capitol (Mississippi Street) to the Mississippi State Fairgrounds:**

From front of Capitol on Mississippi Street, going west, turn north onto West Street, then east onto High Street, then south onto Jefferson Street, which will lead to the Fairgrounds.