

ChicagoHistoryMuseum

DePaul University – FAQ 2015

Online reservation form ► chicagohistory.org/support/membership/depaul-class-visit-reservation-form

Where is the Museum located? The Museum is located at the south end of Lincoln Park at 1601 N. Clark Street, at North Avenue.

When is the Museum open?

- ◆ Monday–Saturday, 9:30 a.m.–4:30 p.m.
- ◆ Sunday, noon–5:00 p.m.

The Museum is closed Thanksgiving, Christmas, and New Year's Day. **Free entry with DePaul ID.**

Will the Museum offer summer workshops for faculty and staff professionals as they have in previous years? Yes, on Tuesday, August 25, 10:00 a.m.–noon. To register, email Maria Hernández at mhernand@depaul.edu by Aug. 15.

How do I book a visit or guided tour for my class?

Simply fill out the online [form](#) and you will be sent confirmation and final details. The deadline to reserve [guided tours](#) is August 15. Please direct additional inquiries about your visit to **Josh Anderson** in the Visitor Services Dept., reception@chicagohistory.org or 312-642-4600.

How long should I plan for my visit? The average visit takes approximately 2½ to 3 hours, longer if you are having lunch. Although there is seating throughout the Museum, you can [anticipate being on your feet](#) for as long as fifty minutes and up to one hour while taking a tour.

What is included in the guided experience? If you opt for a guided tour, a 50-60 minute tour of the gallery of your choice will be led by a docent trained by leading historians knowledgeable about the city's rich history and built environment.

How do I book a meeting space for my class?

Simply check the "meeting room" field on the reservation [form](#).

What meeting spaces are available? The following spaces are available on a first-come-first-served basis:

- ◆ Distance Learning Center – seating 10-25
- ◆ The Guild Room – seating up to 50
- ◆ The Mandel Room – seating up to 40

Can my class visit the Museum's Research Center?

Yes, with advance notice your class can attend a Research Center Orientation including materials related to the class topic. A 45-minute orientation is available Tuesday through Thursday, 9:30–11:15 a.m. Simply check the "Research Center Orientation" field on the reservation [form](#). Students are welcome to return to conduct research during regular Research Center hours.

May we take pictures? Photography is allowed in the *Chicago: Crossroads of America* gallery, as well as in public spaces and lobby areas. Please do not take pictures in special exhibition galleries.

Does the Museum offer on-site food service?

Yes, the North & Clark Café offers a selection of sandwiches, salads & boxed lunches. For groups of 10-20, please contact Melissa Scheerer at 312-799-2121 or mscheerer@tasteamerica.net. For groups of more than 20, reservations should be made via reception@chicagohistory.org so that special seating arrangements can be made.

How can I get to the Museum?

- ◆ By CTA bus: 22, 36, 72, 151, 156.
- ◆ By CTA train: The Brown Line Sedgwick station and Red Line Clark/Division station are about half a mile from the Museum.
- ◆ By car: Parking (\$9 with validation at the front desk) is located one block north of the Museum at Clark and LaSalle; enter on Stockton Drive.

How does our group check in? Please enter via the Clark Street entrance then proceed to the Visitor Center and check in at the front desk.

Where can we drop off personal items during our visit? A complimentary coat check is located on the first floor. All large bags and backpacks must be checked.

Is the Museum handicapped accessible? Yes, the Museum is accessible to the disabled.

Can I get discounts? Yes, 10% off at the café and the Museum store with DePaul ID.