

ChicagoHistoryMuseum

DePaul University – FAQ 2014

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; the two options are:

- ◆ Wednesday, August 20, 10 a.m. – noon
- ◆ Friday, August 29, 10 a.m. – noon

To register for a workshop, click this link:

depaul.qualtrics.com/SE/?SID=SV_0rixzKxt9guyq0Z

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 is conveniently located one block north of the Museum at Clark and LaSalle. Enter on Stockton Drive.

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 **Melaune Davis** or **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 and conduct research for a class project. 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](#).

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, and boxed lunches. For groups of 10-20, please contact Kelli Jones at 312.799.2121. For groups of more than 20, reservations should be made by contacting reception@chicagohistory.org so that special seating arrangements can be made.

How does our group check in? Please enter via the Clark Street entrance then proceed to the Visitor Center and check in with the receptionist 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. We suggest taking care of bathroom breaks and coat check prior to starting your visit.

Is the Museum handicapped accessible? Yes, the Museum is accessible to the disabled. Wheelchairs are available; please give the Museum advance notice if you require this service.

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