



# school tours guidelines

ATLANTA BOTANICAL GARDEN

404-591-1543 | [registrar@atlantabotanicalgarden.org](mailto:registrar@atlantabotanicalgarden.org)

## Cancellations

- If you must cancel your tour, call the registrar at least **24 hours in advance** at 404-591-1543.
- Please give as much notice as possible so tour guides can be contacted.
- All tours take place rain or shine.

## Parking

- There is a fee to park on-site.  
**Free 30 minutes**  
**\$2 31 – 60 minutes**  
**\$1 Each additional 30 minutes**
- Vehicles have 30 minutes for drop-off and pick-up at the Garden. Vehicles that remain at the Garden longer than 30 minutes are charged for parking.
- Parking fees are paid separately from Garden admission.
- There is no fee to park off-site.

## Scheduling & Payment

- Online registration only. We do not take reservations by phone. Go to the “Educator Resources” section of [atlantabg.org](http://atlantabg.org).
- A confirmation will be emailed to you within a week of receiving your completed form.
- If you would like multiple tour dates and times, please complete multiple online registration forms.
- Guided Tours may not exceed 50 students per time slot. If your group is larger, you must select enough dates and times not to exceed the student maximum.
- Tours are limited and scheduled on a first-come, first-serve basis. March, April and May are the Garden’s busiest months of the year, so consider scheduling your visit for autumn or winter, as the Garden is beautiful year-round.
- Guided Tours are 1 to 1¼ hour. Please include time for your group to assemble before and after the tour.
- One adult chaperone for every 8 students is admitted free. If you choose to bring additional chaperones they will be charged the student rate.
- Payment for Garden admission must be made using one form of payment in one transaction.
- All tours will take place rain or shine. In the event of inclement weather, guided tours can be changed to the Garden’s indoor facilities.

## Refreshments

- Outside food and beverages are not allowed in the Garden, but groups may picnic next door in Piedmont Park.
- There are several food and beverage options available at in the Garden. Reservations are recommended for seated lunch, brunch and dinner at Longleaf restaurant (\$11-21 lunch). Longleaf’s Quick Café, located inside the restaurant, offers grab-and-go sandwiches, salads and more (up to \$8).