

**CAPITOL TOUR CENTER**  
**300 West Tenth Street**  
**Topeka, KS. 66612**  
**(785) 296-3966**  
**Email: [Capitol@kshs.org](mailto:Capitol@kshs.org)**

## **TOUR TIPS FOR VISITING THE CAPITOL**

Welcome to the Kansas State Capitol. We hope you will enjoy your visit. The Capitol contains many public areas, and serves as the seat of Kansas's government. Because several hundred people work in this building, there are certain expectations for tour groups. We would sincerely appreciate teachers sharing these expectations with their students prior to the tour.

- 1.) **Use Classroom Voices.** Loud noises cause disruptions. Running, shouting, pushing, or shoving are inappropriate at the capitol.
- 2.) **Please Be On Time.** Being late **will** result in an abbreviated tour or cancellation. During the busy tour season, January through May, tours must be finished on time to be ready for the next incoming group.
- 3.) **Inform The Guide** of any special needs before the tour. Tours can be altered to accommodate special requests.
- 4.) **Restroom And Snack Bar** visits should be made prior to starting the tour. Food and drink are not allowed on the tour.
- 5.) **Maximum Group Size** is approximately 35 people per guide. Larger groups will be divided and assigned to additional guides. Significant changes in the size of your group should be reported to us in advance of your tour day.
- 6.) **Visiting With Your Legislator** can be scheduled through his or her individual office and **should be scheduled outside your regular tour time.** Phone numbers are available through Legislative Services at (785) 296-2391. Sitting in the House or Senate galleries to observe the session is possible before or after your tour. Please understand we have no idea if, or for how long the legislators may be in session on any given day.