

Before scheduling your tour of the Age of Steam Roundhouse...

...please use this checklist so that your group members are familiar with our requirements.

- | | | |
|-------------------------------------|------------------------------------|--------------------------------|
| 1. ___ Scheduling Tours, Group Size | 5. ___ Minor children | 9. ___ Parking and Depot Entry |
| 2. ___ Date and Time of Tour | 6. ___ Footwear; no sandals | 10. ___ Wheelchair access |
| 3. ___ Photography—No Drone Zone | 7. ___ Restrooms, Smoking | 11. ___ Wear old clothes |
| 4. ___ Liability releases | 8. ___ Admission fee | 12. ___ Directions to AoSRH |

SAFETY FIRST — SAFETY FIRST — SAFETY FIRST — SAFETY FIRST

Before your members depart home, be sure that each has read and understands these instructions.

1. To schedule a tour at Age of Steam Roundhouse, all groups must have a minimum of 30 people. There will be no set maximum size for your group, but we need to know at least one month in advance of your tour the approximate number of people in your group so that we can have enough employees on-hand. We attempt to keep the size of each tour to around 40-50 people, but we can accommodate several groups touring simultaneously in different parts of our facilities. The AoSRH can handle several hundred visitors at a time, so bring as many people as you wish—just let us know in advance. We will break-up larger groups into smaller groups of about 40-50 people. Tour groups larger than that make hearing the tour guide more difficult for people in the back of the group. Smaller groups do not fully utilize our employees (each tour group requires a minimum of 2 or 3 escorts), so we will attempt to combine smaller groups into a larger group of 40-50 people. Groups with fewer than 30 people may accompany a larger tour group, but only at the time of the larger group's pre-scheduled tour. We will coordinate this with you.

2. All group tours must be scheduled in advance, and, except for schools, are given on Thursdays, Fridays and Saturdays from May through October. Pre-scheduled tours usually begin at 10:00 am, 12:00 noon and 2:00 pm, but these times can be adjusted to fit your group's schedule. Please be on-time so that others will not be delayed awaiting your late arrival. We need to know the date/time that your group will be here. How many people do you expect to attend your tour? Will your members be coming to the roundhouse via tour buses or in individual automobiles?

3. Your group's members may make for their own personal use (including social media such as Facebook, Twitter, Snapchat, YouTube, Instagram, etc.) any photos and videos recorded during their tour of AoSRH. However, we prohibit all commercial use, publication or similar distribution of photos depicting AoSRH facilities, employees or volunteers made during tours. We specifically prohibit drones or other aerial devices used as camera platforms. This is spelled-out on the liability releases that your members must sign. We allow the use of tour photos in your group's newsletter.

4. There are legal and insurance reasons why there is no open visitation and why all tours must be guided. Before arriving at AoSRH each adult tour-taker must fill out a liability release for himself or herself, and by those custodial parents and/or legal guardians to fill out for their minor children. Grandparents and other relatives who are NOT custodial parents/legal guardians have no legal authority to sign such releases for any non-custody children—even though Gramps signed a paper, a kids' custodial parents or legal guardians could still sue AoSRH. No exceptions. Legal paperwork must be completed in advance so that upon entry it can be given to an AoSRH employee.

5. Except for school groups, **we do not admit children under the age of 5**. Inattentive little kids might bump their heads into things protruding from locomotives and cars. While the Age of Steam

Roundhouse is a safe area, there are pits in the floors underneath locos and between wheels where a child might chase after a ball that has been dropped. Our turntable pit is akin to the edge of the Grand Canyon to kids who want to see how close they can get and peer down over the rim—groups are kept back 40 feet. This is a real, working railroad shop, not a Disneyland-type attraction for children. Only those minors aged 5 to 17 with appropriate, signed releases will be permitted entry.

6. **Visitors to AoSRH must wear proper footwear. No high heels, no open-toed shoes, no sandals, no beach flip-flops—no exceptions.** Some areas will be strictly off-limits, such as the outside storage tracks, anywhere on the gravel (except for the parking lot), and other areas so designated with yellow safety tape or by voice of the tour guide. Do not climb on any equipment. SAFETY FIRST.

7. Inside the depot there are public restrooms conforming to ADA regulations. There are no other public restrooms at AoSRH, so be sure to arrive a little early before your tour to avoid last-minute lines and delays. There is NO SMOKING anywhere on AoSRH property, including the parking lot.

8. To cover our costs, there is a fee of \$20.00 per person taking a group tour. When you enter the depot you may pay with either cash or a check made out to: Age of Steam Roundhouse. Bus tour groups must pay by check in advance or upon arrival, but must pay for everyone in their group all together. We do not accept credit cards. Sorry, we do not permit walk-ins.

9. Vehicle parking is located behind the depot on a gravel lot inside our Smokey Lane gate. Entry into the depot is through the double doors in the depot's end wall nearest to the red caboose. Busses should loop around the parking lot and unload passengers at the rear corner of the depot. People who have difficulty walking may be dropped-off at the depot's main entrance double doors. Vehicles with handicap parking permits may be parked on concrete pads at either end of the depot.

10. Visitors in wheelchairs or with walkers should have no problem moving around on the flat, concrete floors inside our buildings. Outside of the roundhouse's front doors the ground is covered with wood planks and coarse, hard-packed sand, so small wheels and canes might sink in a little. A guided tour of the Age of Steam Roundhouse will cover a walking distance of about 3/10-mile, and will last from 1-1/2 to 2 hours depending on your group's schedule and stamina.

11. Railroad cars, locomotives and their work areas can be dirty, greasy and oily, so it is strongly suggested that you wear old clothes during your tour. Our repair work will be suspended during your visit, so you need not worry about sparks, smoke or loud noises. SAFETY FIRST.

12. The best way to get to the Age of Steam Roundhouse is from the Route 39/Route 93 intersection on the west side of Sugarcreek. Go south on Route 93 for 3 miles, and at Cabin Creek Golf Range (on your left) turn left off Route 93 and go ¾-mile. AoSRH will be on your right—you can't miss it. Coming north up Route 93 from Baltic, go ¾-mile past the railroad crossing and turn right at Cabin Creek Golf. Go ¾-mile, and AoSRH will be on your right—you can't miss it. We suggest that you do *not* use GPS locators, as many tend to take unwary visitors on a lengthy, back-roads trek.

Finally, the single largest complaint that we hear is that tour-takers talk too much to each other during AoSRH tours, thus interfering with and preventing others from hearing what our tour guides are saying. Please be considerate of others, and keep un-necessary chit-chat to a minimum.

To schedule a group tour or should you have any questions, please feel free to contact us:

John B. Corns
johncorns@frontier.com
Office phone: 330 / 201-0037

Age of Steam Roundhouse
213 Smokey Lane Road S.W.
Sugarcreek, OH 44681

REVISED 02/01/2018