

# NEW JERSEY STATE HOUSE

## TOUR GUIDELINES

Thank you for scheduling a tour of the New Jersey State House.

To make your visit meaningful and enjoyable, please take a moment to read the following visitor information.

### BEFORE ARRIVING

Please call the Tour Office (609-847-3150) if you need to change dates, modify or cancel your tour.

Please notify us if your group size changes. We allow 50 people, including chaperones, per tour time.

In the event the State House closes due to inclement weather on the day of your tour, we will notify you. If your school happens to close due to weather, please call the Tour Office as soon as possible. Under both circumstances, we will do our best to reschedule your group.

Special services for the sight and hearing impaired and non-English speaking visitors are available with five days advanced notice.

### GROUP ENTRANCE & BUS INFORMATION

Groups enter the State House via the **State House Annex** located at 145 W. State St., adjacent to the State House. Click on the [MAP](#).

Buses may drop off along West State Street. After unloading, buses must park in the Perry Street Park Ride Lot at Perry Street and Allen Place. Click on the [MAP](#).

The buses may pick up in front of the State House Annex or at the pick-up lot which is located behind the State House next to the Old Barracks Museum. See map below. GPS Coordinates: 40°13'10" N, 74°46'7" W

Please note that all tours begin promptly. Late arrivals may have their tours shortened, delayed or canceled. Call the Tour Office if you are running late.

There is no storage inside the State House and groups are strongly discouraged from carrying backpacks, bags or related items. Lunches may be dropped off in advance at the Lunch Facility.

All tours are public: your group may be combined with other guests.

The State House is a working office building and is subject to unannounced room closings.

### POST-VISIT INFORMATION

Please return the evaluation form you will receive the day of your visit.

Call the Tour Office as soon as possible to make your reservation for next year.

### SOCIAL MEDIA

Please post comments and tag your photos with **#njstatehousetours** on the State House Tour Office's social media pages. Check often for updates and the latest information about tours and the State House restoration project.

 [Facebook: @NJStateHouseTours](#)  [Twitter: @StateHouseTours](#)  [Instagram: @NJStateHouseTours](#)

### MAPS

[STATE HOUSE COMPLEX MAP](#) • [BUS DROP OFF/PICK UP MAP](#) • [BUS PARKING MAP](#) (Perry Street and Allen Place)

*THANK YOU FOR VISITING THE NEW JERSEY STATE HOUSE!*

# NEW JERSEY STATE HOUSE SECURITY GUIDELINES



All visitors and groups enter the State House via the **State House Annex** and are required to submit to a security screening. The screening may consist of electronic, physical and/or visual inspection of persons and property. Screenings are conducted by the New Jersey State Police and security personnel.

All bags, including purses and lunches, are subject to inspection. In order to expedite the process, visitors including school groups and chaperones are strongly discouraged from carrying backpacks, bags or related items.

Visiting groups are strongly encouraged to arrive in advance of their scheduled tour time to allow for security screening based on the following guidelines.

## **K-8 GRADE SCHOOL GROUPS**

- Tour Office staff will lead students through the security station.
- All adults are required to pass through the magnetometers and present identification.
- All bags carried by students and adults are subject to inspection and will be processed through electronic scanning equipment.

## **HIGH SCHOOL, COLLEGE AND ADULT GROUPS**

- Tour Office staff will greet the group and direct them to security personnel.
- Students and all adults must pass through the magnetometers.
- Adults must present identification upon request.
- All bags are subject to inspection and will be processed through electronic scanning equipment.

*Please Note:* Groups consisting of both K-8 and High School students will be screened as High School, College and Adult Groups.

## **SATURDAY TOURS**

- Visitors and groups enter the State House via the State House Annex.
- All bags are subject to inspection and will be processed through electronic scanning equipment.
- All visitors are required to pass through the magnetometers and present identification.

## **PROHIBITED ITEMS**

1. All guns and/or ammunition
2. Explosive and/or incendiary devices or devices suspected to be explosive and/or incendiary
3. Noxious materials
4. Electronic stun guns
5. Any device or item designed as or readily usable as a weapon
6. Knives and other edged or pointed instruments
7. Nuisance devices that can be readily used to disrupt government activities
8. All other items that, in the opinion of the State Police, constitute a possible hazard to life or property or that may disrupt government activities

# *DIRECTIONS & PARKING*

## STATE HOUSE ANNEX - SCHOOL AND BUS GROUPS



### *ARRIVALS & DEPARTURES*

#### BUS DROP OFF

Buses may drop group off along West State Street. Group entrance is at **State House Annex**, 145 West State Street.

#### BUS PICK UP

The buses may pick up in front of the **State House Annex** or at the pick-up lot which is located behind the State House next to the Old Barracks Museum. GPS Coordinates: 40°13'10"N, 74°46'7"W

#### BUS PARKING

Buses must park in the lot located at 351 Perry Street, at the corner of Perry Street and Route 1, next to the Trenton Fire Department. Parking attendant: 609-984-0788

#### FROM THE NORTH

Take Route 1 South to the Capitol Complex exit. Turn right onto Warren Street and proceed to the light. Turn left onto Market Street. Bear left onto Route 29 North to next exit, Calhoun Street. Take the Calhoun Street exit off of Route 29. At traffic light, turn right onto West State Street. The State House Annex is on the right midway on the block.

#### FROM THE EAST

Take Interstate 195 West to Route 29 North (toward Lambertville). Follow Route 29 North and exit at Calhoun Street. Exit to traffic light. At traffic light, turn right onto West State Street. The State House Annex is on the right midway on the block.

#### FROM THE SOUTH

Take Route 206 North, or Interstate 295 North, to Route 129. Route 129 feeds into Route 29 North. Follow Route 29 North and exit at Calhoun Street. Exit to traffic light. At traffic light, turn right onto West State Street. The State House Annex is on the right midway on the block.

#### FROM THE WEST

Enter Trenton via the Delaware River toll bridge (Route 1 North). Exit at Route 29 and drive north toward Lambertville. Follow Route 29 North and exit at Calhoun Street. Exit to traffic light. At traffic light, turn right onto West State Street. The State House Annex is on the right midway on the block.

# PUBLICATIONS REQUEST FORM

## 3<sup>RD</sup> TO 6<sup>TH</sup> GRADE

Educational materials which reinforce concepts presented on the tour are available free of charge. Please fill out the order form and e-mail it to [njstatehousetours@njleg.org](mailto:njstatehousetours@njleg.org), or print out and return via mail. Prepared packets will be given to the group leader at the State House at the beginning of the tour. Since the packets may be heavy, we suggest putting them on the bus before it pulls away. If you wish to help us in our efforts to “Go Green” or want to have publications prior to your State House visit, please download materials from our [website](#).

**TEACHER/GROUP NAME** \_\_\_\_\_

**NAME OF SCHOOL** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**SCHEDULED TOUR DATE** \_\_\_\_\_

PUBLICATION MATERIALS	REQUESTED AMOUNT
<b>NJ Activity Book</b> (English) – Encourages learning using fun facts, puzzles and word games. 8.5” x 11” booklet, 24 pages	
<b>NJ Activity Book</b> (Spanish) – Encourages learning using fun facts, puzzles and word games written in Spanish. 8.5” x 11” booklet, 24 pages	
<b>A Student’s Guide to the Legislative Process</b> – Explains how a bill becomes a law in New Jersey in child-friendly terms. 8.5” x 10” fold-out brochure.	
<b>Democratic Participation Poster</b> – Large poster for classroom use. Limit one per classroom. 24” x 36”, comes folded.	

- Please limit publications to one per student.
- Please note that these publications are also available online at the Teacher Resources page: <https://njstatehousetours.org/tour/index.php/teacher-resources>
- If you have any questions, please contact the Tour Office at 609-847-3150.

Return this form via [njstatehousetours@njleg.org](mailto:njstatehousetours@njleg.org) or mail to:

New Jersey State House Tour Office  
 Office of Legislative Services  
 P.O. Box 068  
 Trenton, NJ 08625-0068

# PUBLICATIONS REQUEST FORM

## 7<sup>TH</sup> GRADE TO ADULT

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**TEACHER/GROUP NAME** \_\_\_\_\_

**NAME OF SCHOOL** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**SCHEDULED TOUR DATE** \_\_\_\_\_

PUBLICATION MATERIALS	REQUESTED AMOUNT
<b>Pastimes and Trivia Book</b> – Provides fun facts about New Jersey using puzzles and word games. 8.5” x 11”, 22 pages	
<b>Legislative Process in NJ</b> (English) – Explains the path of legislation from introduction to passage. 8.5” x 4” brochure	
<b>Legislative Process in NJ</b> (Spanish) – Spanish translation explains the path of legislation from introduction to passage. 8.5” x 4” brochure	
<b>Glossary of Legislative Terms</b> – Provides explanations and abbreviations for legislative terms. 5.5” x 8.5”, 20 pages	
<b>Making Your Voice Heard</b> – Explains the committee process. 8.5” x 4” brochure	
<b>Democratic Participation Poster</b> – Large poster for classroom use. Limit one per classroom. 24” x 36”, comes folded.	

- Please limit publications to one per student.
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