



## **ACI Policy Statement**

### **Group Tours and Dining**

#### **Purpose**

The purpose of this policy is to establish consistent procedures and expectations for scheduling, coordinating, and conducting school group tours at Arizona Culinary Institute (ACI). This policy ensures that every visiting group experiences an informative, well-organized, and engaging visit while maintaining the safety, professionalism, and integrity of the ACI campus environment.

#### **Scope**

This policy applies to all educational organizations—including middle schools, high schools, postsecondary institutions, and other learning groups—requesting a campus tour and/or dining experience at ACI's on-site restaurant, DuJour.

#### **Policy Statement**

Arizona Culinary Institute welcomes educational groups for campus tours scheduled Monday through Friday by advance appointment only. Tours are designed to introduce students and educators to ACI's academic programs, culinary facilities, and learning atmosphere, fostering awareness of opportunities in culinary arts education.

#### **Scheduling Guidelines**

- Tours must be scheduled in advance and typically last approximately one (1) hour, depending on group size.
- The maximum group size ACI can accommodate is thirty-five (35) participants.
- Tour requests must be submitted at least four (4) weeks in advance to allow adequate time for planning and coordination.
- Due to ongoing classroom and restaurant operations, only one group tour will be scheduled per day.
- Availability is subject to ACI's instructional calendar and internal scheduling needs—early requests are strongly recommended to secure preferred dates.



### **Tour and Dining Option (DuJour Restaurant)**

Groups may choose to extend their tour experience by dining at DuJour, ACI's on-campus restaurant operated by students and instructors.

- A per-participant dining fee applies to all students, teachers, and chaperones.
- Groups participating in the dining option should plan to be on campus from 10:30 a.m. to 1:00 p.m.
- Payment must be received no later than thirty (30) days prior to the scheduled visit.
- After ACI receives the online tour request form:
  - An estimate will be emailed to the contact provided.
  - The contact must verify all details and, if applicable, provide a purchase order (P.O.) number.
- Upon receipt of the confirmation, an invoice will be issued by ACI.
- A final headcount must be submitted no later than seven (7) days before the scheduled visit. **No refunds will be issued for participant reductions after the seven (7) day period.**

### **Supervision and Conduct**

- Groups must provide one (1) adult chaperone for every twelve (12) students.
- Teachers and chaperones are responsible for ensuring student attentiveness, courtesy, and appropriate behavior throughout the visit.
- Chaperones are required to remain with their group at all times, including during classroom presentations, campus tours, and dining in DuJour.
- Groups that fail to comply with supervision or conduct expectations may be restricted from future tour opportunities.

### **Preparation and Engagement**

To ensure a productive and enjoyable visit, ACI encourages teachers and group leaders to prepare students in advance by:

- Discussing behavioral expectations and campus etiquette prior to arrival.
- Encouraging active participation and the asking of thoughtful, relevant questions.
- Reinforcing the importance of attentiveness and respect toward ACI's staff, faculty, and students.

ACI's faculty and admissions staff will strive to deliver an engaging, interactive, and educational experience that aligns with the visiting group's learning objectives.