

Guided Tours at the Lucy Burns Museum

Thank you for your interest in the Lucy Burns Museum (LBM) at the Workhouse Arts Center (WAC). We look forward to hosting you at the museum. Every institution's tour coordination is different, so please review this document to familiarize yourself with our processes. Do not hesitate to contact us with any questions at museum@workhousearts.org.

Tour Basics

Guided tours of LBM are generally one (1) hour in duration, cover our suffrage exhibition and general prison history, and include a tour of our preserved Cellblock. If requested, our guides can focus on prison history or the suffrage story. Cellblock Tours are optional. If you have a specific request, please let us know when you schedule your tour.

Youth Tours

We have additional resources available for school and youth group visits, please inquire if interested.

- Lesson plans created by the National Park Service
 - *The Magic Sash Episode 4: Locked Up* (pertaining to the suffrage exhibition)
 - *(H)our History Lesson: Lorton Reformatory and the Changing Space of Prisons*
- Self-guided exhibition scavenger hunts especially for kids and teens
 - *Gallery Quest*, a 10–15 minute exploration activity through the museum
 - *Treasure Hunt*, a Girl Scout Gold Award Project, focused on the suffrage movement

Scheduling

Group tours of LBM can be scheduled during or outside of public hours but are dependent on staff availability. Tours scheduled outside of general operating hours, weekdays 9AM–5PM and weekends 10AM–5PM, may incur additional charges. To schedule a tour, please complete our online [Group Tour Request Form](#). We ask that tour requests are made at least two (2) weeks in advance of your desired tour date. Requests for tours with less notice may incur additional fees and limited availability.

Rentals

WAC has many [spaces available](#) for meetings, receptions, classes, etc. We can arrange room rentals in conjunction with tour reservations. Please indicate your needs on the online [Group Tour Request Form](#).

Pricing

All group tours have a per person cost (\$10 per person, \$5 per youth 12 years and younger, under 5 are free) plus an administrative fee which is dependent on the size of your group. Tours requested with less than two (2) weeks advance notice and tours scheduled outside of the museum's general operating hours will incur additional fees. Please refer to the included chart outlining costs.

Group Size	Adult Cost	Youth Cost* (12 & younger)	Administrative Fees	Fee if booked less than 2 weeks in advance
25 or less	\$10	\$5	\$15	\$10
26 – 40	\$10	\$5	\$30	\$20
Over 40	\$10	\$5	\$50	\$40

**Under 5 are free*

There is no minimum group size, however, the minimum cost for any tour is \$50.

Youth group tours (schools, scouting troops, etc.) are required to have adult chaperones. One (1) chaperone is required for every eight (8) children. Required chaperones are free; however, any adults accompanying a youth tour over the required number of chaperones will be charged as an adult attendee. And all adults, free or paid, will count towards the group size.

Payments

A 50% non-refundable deposit is required at least two (2) weeks in advance of the tour date to confirm the booking. Tour dates can be held prior to paying the deposit but are subject to cancelation until the deposit is received. If a group cancels after paying the deposit, the deposit may be used towards a tour on another date if it occurs within the same fiscal year as the originally scheduled tour at the discretion of the Museum Director (LBM's fiscal year turns over on July 1).

LBM accepts cash, checks, and credit cards. Deposits can be paid in person, by credit card over the phone, or by check through the mail. If mailing your payment, please do so with enough time to ensure the check can be processed before the deposit is due.

For convenience, final payments can be made along with deposits, otherwise the final payment is due on site the day of the tour.

Walk-in Tours

In addition to our pre-scheduled guided tours, LBM offers walk-in tours during our public hours: 11AM–6PM on Fridays and Saturdays and 12PM–5PM on Sundays. During public hours, visitors are welcome to view our exhibitions independently. Docents are often available during these times to provide additional information and Cellblock Tours. Cellblock Tours are \$5 per person (\$3 for veterans/active-duty military and youth 12 years and younger, under 5 are free). If you are counting on a Walk-in Tour when you visit, please call ahead. Our docents are volunteers, and we cannot always guarantee their availability (703.584.2917/2972).

Contact

Questions regarding tours and other LBM queries can be sent to museum@workhousearts.org. The fastest way to schedule a tour is through our online [Group Tour Request Form](#).

For your planning purposes, please note that tour requests may take up to 48 hours to process, and requested tours are not processed on weekends.