

## Tour and Group Visit Policy Document Revised January 1, 2026

Historic Congressional Cemetery (HCC) requires <u>all</u> tour groups to arrange their visit in advance with the cemetery office.

HCC requires organized tour groups of 10 or more to be guided by an HCC staff member, volunteer docent, or Department of Consumer and Regulatory Affairs (DCRA) certified guide. Note, DCRA certified guides leading tours may be accompanied by an HCC staff member to ensure content accuracy.

Historic Congressional Cemetery is not ADA-compliant. Some paths are paved, but most graves can be reached only by traveling over uneven terrain.

The cemetery grounds are **closed to all visitors during funerals**, including tour groups.

## Tours led by Cemetery Staff or Docent

- To request a private tour led by a cemetery staff member or volunteer docent, fill out the Docent Guided Tour Request Form online at <a href="https://congressionalcemetery.org/request-a-private-tour/">https://congressionalcemetery.org/request-a-private-tour/</a>. It is recommended to submit your form at least two weeks prior to your requested visit date. Please note that the cemetery <a href="cannot guarantee">cannot guarantee</a> the availability of a guide on your requested visit date.
- Tours cost \$10 per person, with a \$100 minimum. Groups of more than 25 people may be split into multiple groups, with each group led by a different docent or staff member.
- A non-refundable \$50 deposit is due upon receipt of your invoice from the Office Manager.
- The remaining payment balance is due no later than the business day prior to your scheduled tour. If payment is not received, your tour may be cancelled.
- Payment may be made via credit card, cash, or check, made payable to Congressional Cemetery. Payments made via credit card will be accompanied by a processing fee of 4.5%.
- Groups led by an HCC volunteer docent or staff member are not charged a coach fee.

## Tours or Visits Led by Third Parties (Non-Profits or For-Profit Commercial Operators):

- If you are a third-party group looking to schedule a tour or other type of visit (e.g. wreath-laying), reach out via email at <a href="mailto:staff@congressionalcemetery.org">staff@congressionalcemetery.org</a> or via telephone at (202) 543-0539. Please reach out at least one week prior to your requested visit date.
- For-profit commercial tour operators and other for-profit organization visits for non-tour purposes (such as bands playing at John Philip Sousa's graveside) will be charged a fee of \$50 per coach.
- Non-profit groups will be charged a fee of \$25 per coach.
- Payment may be made via credit card, cash, or check, made payable to Congressional Cemetery. Payments made via credit card will be accompanied by a processing fee of 4.5%.
- The full payment balance is due upon receipt of your invoice from the Office Manager. This fee is non-refundable.