The Botanic Garden of Smith College was founded over one hundred years ago by L. Clarke Seelye, the College’s first president, who expressed his hope that the whole campus could be developed as a botanic garden so that it might be of scientific as well as aesthetic value. The landscape architecture firm of Frederick Law Olmsted, of Central Park fame, was enlisted to create that plan.

The spirit of this concept has persisted at Smith College since that time and remains basic to our purpose. Today the Botanic Garden serves as a living museum of plants native to New England and areas all around the globe. Our goals are education, research, display, and conservation. The Garden encompasses the Lyman Conservatory and the 125 contiguous acre college campus with a variety of specialty gardens, which contain over 7000 labeled and mapped plants.

Visit Our Website: http://www.smith.edu/garden

Find out more about the Botanic Garden of Smith College and our current exhibitions. Explore our collections with a virtual tour and be sure to check out the Kid’s Corner link on our home page.

We guarantee you will learn something new!
Visit & Tour Information

General Hours and Fees

The Lyman Conservatory is open daily from 8:30 AM - 4:00 PM. Admission is free, although donations are always appreciated.

Group Visits and Tours

We welcome group visits with advance reservations — email us at garden@smith.edu or call 413-585-2742. Please reserve your guided tour at least four weeks in advance. Even if you do not want a guided tour, any group visit must be scheduled at least two weeks in advance.

Tours are led by trained volunteer interpreters. When you contact us, please tell us the number of people in your group, the date, time, length of your visit, your address, email and phone number, and any specific areas you wish to visit or topics you want to cover.

General tours of the greenhouses last approximately 45 minutes to one hour and cover the highlights of our plant collection. You may wish to allow additional time to look around on your own after the tour. In addition to general tours, we also offer specialized and thematic tours, which can be tailored to your group. Tours of the outdoor collections may also be arranged.

Tour Times

Tours are available on Tuesdays, Wednesday mornings, Thursdays, or Fridays. No tours may be scheduled on Mondays or on Wednesday afternoons.

Our busiest times of the year for school tours are April, May, and June. Make your reservations early so you are not disappointed!

We do NOT offer any tours during the annual Fall Chrysanthemum Show – November 6-21, 2010 or the Spring Bulb Show – March 5-20, 2011, or during the weeks of Smith College commencement and reunion, May 9-22, 2011.

Bus Subsidies

The Botanic Garden offers subsidies for bus transportation to help defray school transportation costs. Funding is provided by The Friends of the Botanic Garden. We will cover costs up to $150 per bus trip to a limited number of schools each year. All bus subsidies must be requested at the time of tour reservation. Subsidies are granted on a first come, first served basis. We encourage teachers to schedule your visits as early as possible. When you receive a subsidy, it will be up to you to make the arrangements with your bus company and to have the bill sent to the Botanic Garden. We cannot issue payment until after the trip is taken. Bus subsidy forms are available online at:
http://www.smith.edu/garden/Home/Bus_Form.pdf

Tour Confirmation

Once your tour is scheduled with the Botanic Garden, you will receive a confirmation letter from us. Please review this carefully to make sure all the information is correct. Please note that we schedule our tours independently from the Smith College Art Museum and you should receive a separate confirmation from the museum.
Cancellation Policy

If you need to cancel your tour, please notify us at least a week in advance. While tours for schools are free, **we will bill you a $25 cancellation fee for tours cancelled less than a week before the scheduled date.** In the case of an emergency or a snow day, we will waive this fee.

Group Size

Guides generally tour 12-15 people. We can, however, divide a group of 30 between two guides. If your group is larger than 40, please consider splitting the group and sending half to another location, and then switching. The Smith College Art Museum also offers tours for school groups, (413- 585-3109). Other options are the Northampton Historical Society and A 2 Z Science & Nature Store. Please note that all arrangements for other tours are **NOT** handled by the Botanic Garden.

Chaperones

For school and children's groups, we require:
- 1 Adult for every 5 students ages 4-6
- 1 Adult for every 7 students ages 7-10
- 1 Adult for every 10 students over the age of 10

Chaperones should be familiar with the Botanic Garden rules, and we expect their assistance in reminding students of the rules and maintaining discipline. Please distribute the guidelines on the next page to the chaperones accompanying you.

**Students must be well supervised at all times. Please have students wear nametags.** We have found it to be very helpful if guides can address students by name. We will take the time to write out name tags if they are not already wearing them.

Botanic Garden Rules and Safety

The Botanic Garden is a living plant museum. **Please have your group maintain a quiet and orderly atmosphere during their tour.** We request that visitors:
- Do not touch the plants in the conservatory or outside gardens
- Do not run in the greenhouses
- Do not bring food or drink into the greenhouses
- Do not pick up anything from the floor of the greenhouses

Some people may have allergies or sensitivities to particular plants. Please be aware of anyone in your group who has a history of sensitivity to plants, or to a heavily humid, warm atmosphere. This may be a problem for someone with asthma or other respiratory problems or with a heart condition. Please watch your step as floors may be wet and slippery and there may be hoses or other materials across walkways. We cannot supply medications or first aid.

Accessibility

There is a handicapped parking space. We have two accessible entrances and wheelchair accessible bathrooms. All but one of the greenhouses is wheelchair accessible. Please contact us for the best wheelchair routes through the greenhouses. For other special needs please call in advance.
Thank you for accompanying your group on its visit today.

SOME HELPFUL REMINDERS

♦ Chaperones must stay with students at all times.
   This applies to groups of all ages, including high-school students.

♦ Turn off all cell phones.

♦ Please be respectful of the tour guides.
   They are also volunteering their time today. Please refrain from talking while they are speaking.

♦ Respect those in your group and other visitors.
   Treat students with respect and recognize them as individuals.
   Please be considerate of other visitors in the garden.

♦ Botanic Garden Rules and Safety:
   ➢ Do not touch the plants in the conservatory
   ➢ No running in the greenhouses
   ➢ No food or drink in the greenhouses
   ➢ View and enjoy, but do not pick anything
   ➢ Use caution on wet walkways and watch out for hoses
   ➢ Do not touch exhibit panels

Thank You!

www.smith.edu/garden
Exhibition Gallery

The Church Exhibition Gallery features changing educational displays that may be of interest to your group. Call ahead or visit our website — http://www.smith.edu/garden/exhibits/exhibitions.html — to learn about the current exhibit, and to obtain materials relevant to the exhibit.

Lunch

Unfortunately, we do not have any indoor areas suitable for school groups to have lunch. In nice weather you may bring bagged lunches and eat on the campus lawns. **Picnicking is NOT permitted in the Systematics Garden, Rock Garden, Capen Garden, the President’s House Gardens or the Japanese Garden.** Please be sure to collect all your trash and take it with you. Thank you!

Directions From I-91

**From the south,** take the first Northampton exit (#18). At the light at the end of the exit ramp turn left onto Route 5 and follow into Northampton to Route 9 (Main Street). Turn left and follow to College Lane (Sign: Main Entrance Smith College), left onto College Lane and the Botanic Garden will be ahead on your left.

**From the north,** take Exit 20 and go straight on King Street to Route 9 (Main Street - the Hotel Northampton will be on your right). Take a right onto Main Street and follow directions above.

Parking

We can accommodate groups that arrive in a single large tour bus or in smaller vehicles. **Buses or vans may park temporarily to discharge passengers in front of Lyman Plant House on College Lane.** Longer term parking for buses is at the stables parking lot — down to the end of College Lane, right onto Route 66, and left into the stables lot. There is visitor parking for two cars in front of the Lyman Plant House, plus one handicapped parking space, although these spaces are frequently filled. Other **parking is available on Elm Street, but you should allow 15-20 minutes to find a place.** Campus parking lots are available for public use on weekends and evenings only. The Smith parking lot on West Street also has spaces for visitors.

Lyman Conservatory Highlights

Conservatory Collection

Dating from 1895 there are 12,000 square feet under glass with approximately 1500 different plants. Two special shows are featured annually: the Spring Bulb Show in the first two weeks of March and the Autumn Chrysanthemum Show during the first two weeks in November.

Succulent House

The plant collection here represents flora from deserts and other arid regions of the world. Here students can examine the adaptations that these plants have made to survive in their harsh environments. Don’t miss the living stones and the elephant’s foot!

Palm House

Step into this room and you’ll feel like you’re in the jungle! Tropical plants fill this room with life. Be sure to notice the plants whose products students may be familiar with, such as coffee, cacao, banana, rubber, and a variety of spices.
Lyman Conservatory Highlights

Cool Temperate House
Plants here can’t survive outside in freezing weather but they don’t need a tropical climate either. The greenhouse is divided into four sections, each representing a region of the world that has areas with a temperate climate—Asia, Latin America, Africa, and Australia.

Warm Temperate House
The plants in this greenhouse mostly come from tropical and subtropical climates where winters don’t exist or are very mild. Look for the sensitive plant, which will fold its leaves when you touch it gently. You can also see insectivorous plants, such as the Venus fly trap and the pitcher plant, as well as many common houseplants.

Stove House
The stove house is home to our collection of orchids, bromeliads, and aquatic plants. Notice the vanilla orchid, where we get vanilla beans, the pineapple bromeliad, rice plants, and the water lilies. You may even see a frog hopping through the pool!

Campus Gardens & Arboretum

Campus Arboretum:
Features over 1100 woody trees and shrubs spread throughout the campus.

Systematics Garden:
Plants are arranged taxonomically for study. The garden was originally laid out in 1894 and redesigned in 1980s, and displays 32 plant families, approximately 950 taxa.

Rock Garden:
Established in 1897, it contains over 1800 alpine taxa, including some threatened and endangered plants. Modeled on the Rock Garden at Kew in London, it exhibits outcrop, moraine, and scree rock formations of alpine habitats.

Ruth Brown Richardson ’13 Perennial Border:
Planted in 1984 for purely ornamental purposes, along the fence bordering College Lane.

President’s Residence Garden:
Includes a formal Herb Garden.

Wildflower and Woodland Garden:
Situated along the ravine behind the President’s House.

Japanese Garden for Reflection and Contemplation:
Designed in 1986 with the goal of creating the harmony and serenity of a traditional Japanese garden, while tying it into the New England landscape by using native flora and using local rocks. The rock compositions around the Tea Hut represent various stages in the life of Buddha.

Capen Garden:
Across Elm Street on other side of campus, used as an outdoor laboratory for horticulture students, and as a quiet garden space. It is designed as a series of outdoor garden rooms each with its own character, including a formal knot and gazebo garden.
The Botanic Garden of Smith College  
16 College Lane, Northampton, MA 01063  
413-585-2742

SCHOOL BUS SUBSIDY INSTRUCTIONS

The Botanic Garden is happy to be able to offer bus subsidies to defray your school group’s bus transportation costs. Funding is being provided by donations to The Friends of the Botanic Garden. Bus subsidies are available to any school for up to $150 per visit. Subsidies must be requested when making tour reservations for your group; if you do not let us know that you need one, we cannot guarantee the subsidy. Subsidies are granted on a first come, first served basis, so we encourage teachers to schedule their visits as early as possible, but at least four weeks in advance.

Below is a step-by-step explanation of what we need to reserve and process your bus subsidy. Remember, subsidies are available to any school for up to $150 per visit. Please read the instructions carefully, then fill out this form and send it along with the other necessary paperwork to:

The Botanic Garden of Smith College  
Education Dept: Bus Subsidy  
16 College Lane  
Northampton, MA 01063

Please familiarize yourself with the process below, or pass this information along to the person who handles business and accounts-related administration at your school. This is of the utmost importance, and we greatly appreciate your assistance. If you have any questions, call (413) 585-2742.

STEP 1 –Check over your Confirmation Form!  
Once you have booked your tour you will receive a confirmation form. If your confirmation form does not indicate that we plan to offer you a bus subsidy, and you need one, contact garden@smith.edu or (413) 585-2742 immediately. Likewise, if we have you down for a subsidy that you do not need for whatever reason, please let us know so that we can make those funds available to other needy schools.

STEP 2 –The Paperwork to send to us!  
We can only reimburse schools or pay bus companies AFTER your group has visited the Botanic Garden. It is imperative that you collect the materials noted below and send them to: The Botanic Garden of Smith College-Bus Subsidy, Lyman Plant House, Northampton, MA 01063. We need to receive your paperwork within four weeks after your visit date, otherwise, we cannot guarantee that we will be able to process your subsidy.

- **Bus Subsidy Form:** Fill out and return the bus subsidy form (on the next page)
- **Tax ID:** If the Botanic Garden is to send the subsidy to your school or a school organization, such as a PTO, please obtain a copy of your school’s certificate of exemption or have an authorized person fill out a W-9 form. The W-9 form is available online at [http://www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf). If you would like us to pay the bus company directly, the bus company must submit a W-9 form.
- **Invoice:** We must have an official invoice showing the date and cost of your school visit, with the name of your school on the invoice. Without this proof of transportation costs, we have NO WAY to process your subsidy. Most bus companies will send an invoice to us directly if you request it and give them the address noted above.

NOTE –If the bus company you are using requires advance payment, your school or PTO should pay the bus company and we will reimburse you.
BUS SUBSIDY FORM

Teacher Name: _______________________________

Email Address _______________________________

School Name:___________________________________________________________

School Address:_________________________________________________________

School Phone Number:_____________ Date and time of visit: _________________

Bus Company: __________________________________________________________

Institution / Individual (Payee) to be reimbursed:

_______________________________________________________________________

Payee’s Address: _________________________________________________________

_______________________________________________________________________

Payee’s Tax ID: _________________________________________________________

Certificate of Exemption / W-9 form attached:  □ Yes      □ No

If we are reimbursing a school or school organization such as a PTO, do not forget to include a “certificate of exemption” or have an authorized person complete the enclosed W-9 form

Return this form to:

The Botanic Garden of Smith College
Education Dept: Bus Subsidy
16 College Lane
Northampton, MA 01063