



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

Guideline to Visiting Headquarters Building

Our Headquarters is located at 1300 New Hampshire Avenue NW, Washington, DC. Plan to visit soon to see our Headquarters, our museum collection, and do research in the library. Please follow these guidelines for the preservation of the house, and the general safety of yourself and others.

1. All visits must be scheduled with the Office Manager at 202-293-1700 or admin@colonialdames17.org. The Office is open from 10:00 AM to 3:00 PM Monday – Friday.
2. Library Use: The Library is open from 10:00 AM to 3:00 PM Monday – Friday except during the National Conference and Genie sessions. Be sure to schedule the time with the Staff as space is limited.
3. If a tour of the house is desired, contact the Docent Chairman to request a docent. They have wonderful insight and information to share.
4. Meeting Use: Chapter meetings or events must be scheduled for Tuesday – Friday between the hours of 10:00 AM – 3:00 PM.
5. All persons visiting Headquarters are required to sign the Guestbook located in the Entrance Hall.
6. Individuals should not wander the house alone; please stay together as accidents can happen.
7. Be aware of the locations of fire extinguishers and exits in case of fire. Information is posted on each floor in a brown frame.
8. Preparation of food should be coordinated with the Headquarters Supervisor.
9. Food/drink is permitted only in the Kitchen and Dining Room areas. Please do not take food/drink to other rooms. Care should be taken to protect the Dining Table with a cloth or placemats.
10. No alcoholic beverages are allowed in the house without written permission from the President General.
11. The kitchen shall be left clean and tidy. Do not leave food/drinks in the refrigerator when departing.
12. Be sure to turn off all lights as you depart.
13. The Society is not responsible for personal items brought into the building.
14. No tobacco use is permitted within the house.
15. Parking in the area is very limited. You may wish to consider public transportation such as metro, buses or taxicabs.
16. The staff at the Headquarters is an administrative support for the Society and is not available to perform research or assist researchers during their visits. They may assist if their time permits, but it is best to plan for independent research.
17. Enjoy your visit.