USC Korean Studies Institute Group Visit Request Form

GROUPS LARGER THAN (10) PEOPLE MUST SUBMIT AN APPLICATION AT LEAST (3) DAYS PRIOR TO VISIT THE USC KOREAN STUDIES INSTITUTE/AHN FAMILY HOUSE

- We are not a museum or memorial to Dosahn Ahn Chang Ho. We are a USC research institute that hosts academic programs about Korea for the USC community, housed in the historic home of the Ahn family.
- While visitors are welcome, we are a private working office with our own programs and meetings so we ask for courtesy during your visit.
- We do not provide tours. All visits are self-guided. We have a few historical photos and calligraphy on display on the first floor and second floor hallway.
- Tour groups are not allowed to conduct their own tours inside the building (this includes showing videos and playing audio files).
- Photos for personal use are allowed. Filming requires a permit from USC.
- Visitors must abide by USC parking rules and regulations [http://visit.usc.edu/](http://visit.usc.edu/).
- Some dates and times may not be available due to our own programming.
- We are open Monday to Friday, 9:00am-5:00pm unless it is a USC holiday or unless noted otherwise.
- We request a suggested donation of (**$200**) for groups larger than (**30**). Groups must enter building in smaller groups of 15-20.

**NAME OF ORGANIZATION** ____________________________________________________________

**TYPE OF ORGANIZATION** __________________________________________________________

**CONTACT NAME** _________________________________________________________________

**E-MAIL** ________________________________________________________________

**PHONE NUMBER** _______________________________________________________________

**NUMBER OF VISITORS** ____________________________________________________________

**REQUESTED DATE OF VISIT** ____________________________________________________

**REQUESTED TIME OF VISIT** ____________________________________________________

A REPRESENTATIVE FROM OUR OFFICE WILL GET IN TOUCH WITH YOU ONCE YOUR REQUEST IS SUBMITTED. PLEASE E-MAIL REQUESTS TO [LINDAEKI@USC.EDU](mailto:LINDAEKI@USC.EDU).

PLEASE DIRECT ANY QUESTIONS TO LINDA KIM, KSI PROGRAM SPECIALIST AT [LINDAEKI@USC.EDU](mailto:LINDAEKI@USC.EDU), (213) 740-3758.

[http://DORNSIFE.USC.EDU/KSI/](http://DORNSIFE.USC.EDU/KSI/)