

## K-12 Group Visit Information

We are looking forward to welcoming your K-12 group to the Rubin Museum of Art!

In order to ensure that you have the best possible museum experience, please read the following guidelines and share them with your group prior to the visit.

### Group Reservation Guidelines

- All guided and self-guided groups must register in advance: a minimum of three weeks in advance for Museum Educator-guided tours and up to three business days in advance for self-guided groups.
- Advance payment is required for all scheduled school group reservations. Major credit cards are accepted. Admission and tour fees are waived for NYCDOE schools.
- All groups will be sent a reminder of their reservation three days prior to their scheduled visit. **Groups MUST reply to that email to re-confirm their attendance, which will ensure that a Museum guide will be present.**
- If the group needs to reschedule or cancel their visit, they must notify the Museum of their change of plans upon receiving their reminder email.
- Should a group be deemed a “no-show”<sup>1</sup> on more than three occasions without providing advance notice, the Museum reserves the right to refrain from booking visits for that school in the future.
- All guided tours and self-guided groups should arrive at the Museum’s main entrance, located at 150 W 17th Street, at the time of their scheduled reservation.
  - If your group has also booked a workshop experience and the workshop is scheduled before the tour, please enter at 132 W 17<sup>th</sup> Street entrance (Museum Education Center). Those that have a “flip flop” schedule should pre-divide their students into two teams and send one team to the Education Center and the other to the main entrance.
- Any group arriving more than 15 minutes late cannot be guaranteed its scheduled guided tour. If your group anticipates a late arrival to the Museum, please contact Museum staff at 212-620-5000 x205.

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<sup>1</sup> A “no-show” is defined as a group that arrives 20 minutes or more late for their reservation, or does not arrive for their reservation at all.

- Advance reservation is required for a 20-minute lunch break in the Education Center. Available to K-12 groups who book a Tour and Workshop package only, pending availability.
- One chaperone is required for every 10–12 students. Teachers, chaperones, and group leaders are responsible for their groups at all times.
- Bins are available to store students' coats and bags during their tour.
- Bus parking is not available at the Museum; buses may drop off and pick up passengers but may not park or stand on 17th Street or on 7th Avenue.
- Resources are available for teachers and students. Please ask at the admission desk or check the website ahead of time at <http://rubinmuseum.org/education>.

## Museum Etiquette

- Please do not touch the works of art, their cases, or lean on the gallery walls.
- Be mindful of where you walk. Running is not allowed in the Museum.
- Food, drinks, gum, and phone calls are prohibited in the galleries.
- If you wish to sketch while in the galleries please use standard graphite pencils only. Wet media is not allowed.
- Photography for personal use is permitted in most galleries, provided that no flash or external light sources are used. In cases where the Museum is obligated to prohibit photography of certain objects, those items will be clearly marked as such. Please ask a security guard if you are unsure.
- Video recording and the use of tripods and selfie sticks are not allowed in the galleries.

## Tips for Chaperones

- We appreciate the commitment and care chaperoning requires. Chaperones are key participants in making students' visits to the Museum as enjoyable and successful as possible.
- Review the Museum rules with students on the bus or trip to the Museum.
- Get involved. Showing your own curiosity is more important than knowing answers.
- Keep students engaged in a quiet and orderly manner while they are waiting for their tour to get started.
- Check in with your teacher about what your chaperoning responsibilities are, including the plan for after the tour.
- Keep an eye on students who veer too close to the artworks, especially when sitting down or getting up in front of an object.

- Enjoy your chaperoning experience! Listen to the class's conversation. Ask students follow-up questions on the ride back to school about what they found especially interesting about the visit.

## **Outdoor Public Lunch Spaces near the Rubin**

*Kelly Playground*

17th Street between 8th and 9th Avenues

*Union Square Park*

17th Street and Broadway

*The High Line*

Gansevoort Street to 20th Street between 10th and 11th Avenues

*Email us at [Education@rubinmuseum.org](mailto:Education@rubinmuseum.org) if you'd like to receive our monthly K-12 Newsletter!*