

Guidelines for Requesting Adult Group Tours

Tour Themes

Permanent Collection Tours

Nature Revealed: Exploring the Relationship between Nature and Creativity

Learning to Look: Gathering Meaning through Observation

To request a copy of the Resource Guide associated with each tour, please contact the GRAM Education Department by phone at 616-831-2928 or by email at edasst@artmuseumgr.org.

Tour Times and Length

Docent-guided tours are one hour in length. Self-guided tours need not be limited to one hour. Please plan to arrive 15 minutes early to your tour in order to register, pay admission fees, separate into smaller groups and greet your docents. Groups larger than 10 members will be divided into smaller groups of 10-15 individuals, to be guided by one docent.

Tours may be requested at the times listed below:

Tuesday	10:00 A.M. 12:30 P.M.
Wednesday – Friday	10:00 A.M. 12:30 P.M. 3:00 P.M.
Monday	Museum closed to public

College and University Course Policy

College and University faculty who wish to provide their students with access to the Art Museum for related course work may submit their rosters for a fee of \$20.00 per course listing. The fee will allow students as well as course instructors, unlimited visits to the museum, throughout the length of the semester. Please plan to submit your course roster at least three weeks in advance of the first visit.

The **Jansma Works on Paper Study Room** is a valuable resource within the museum. The museum's collection includes many exemplary works on paper, ranging from 16th century engravings and woodcuts to contemporary screen prints, watercolors, and photographs. Please call Research Curator, Cindy Buckner at 616-242-5030 to set up a visit. The submission of a class roster and \$20/ course-listing fee is also required.

All payments should be sent to:
Grand Rapids Art Museum – Course Rosters
101 Monroe Center
Grand Rapids, MI
49503

Lunch

Groups may use the studio, in the basement of the Education Center, for lunch purposes, at no cost. This arrangement must be requested at the time of booking, either by indicating on the Adult Group Tour Request Form, or by calling the GRAM Tour Coordinator at 616-831-2928.

Plan Ahead

To help ensure the best museum experience possible, please request your tour three weeks in advance of the date. We begin scheduling tour times as early as four months in advance.

To request a date, complete the Adult Group Tour Request Form and fax to 616-831-1001 or mail to:

Grand Rapids Art Museum
Education Department
101 Monroe Center
Grand Rapids, MI 49503

The completed Request Form may be emailed to edasst@artmuseumgr.org.

Arrival and Departures

Groups arriving in a bus or motor coach may park in an open parking space, available free of charge, located on Louis St. These spaces are indicated by signs, which read: "Loading Zone Only." Should a space on Louis St. be unavailable, busses may also find parking on Scribner Ave., between Pearl and Bridge St. Busses must park on the east side of Scribner St. There is also parking available on Mt. Vernon St., north of Pearl St. Vehicles parking here must park on the west side of Mt. Vernon St.

For those groups arriving in individual vehicles, vans, or six passenger busses, there is metered parking available on surrounding streets, including Monroe Ave, Ottawa Ave. and Ionia Ave. The most convenient parking is located across Ottawa Street, in the *Monroe Center Parking Ramp*. From Ottawa Street, turn left on Louis Street, and left again onto Ionia Street. The public entrance to the Monroe Center parking ramp is located off Ionia Street. *The City of Grand Rapids offers one hour free parking in the Monroe Center ramp.* Each hour thereafter is \$2.00. For additional directions regarding parking and driving to the Art Museum, please visit the The Grand Rapids Art Museum website at www.artmuseumgr.org or contact Grand Rapids Parking Services at 616-456-3290.

Late Arrivals

Groups arriving more than 15 minutes late are not guaranteed their scheduled tour.

Cancellations

Cancellations must be received at least 24 hours in advance. Groups who cancel with less than 24 hours notice will be billed for the full tour price. In the event of extreme weather conditions, contact the Security Office by phone at 616-242-5033. The museum will waive the cancellation fee if local school districts are closed.

Special Accommodations

The Grand Rapids Art Museum requests that we be informed, at the time of booking, of any visitors with physical, mental or emotional disabilities so that we may plan for and ensure the most beneficial experience possible. Special requests may also be communicated by calling the Tour Coordinator at 616-831-2928.

Walkers and wheelchairs are available at Visitor Services Desk. Portable stools are available for gallery use.

Fees and Payments

To qualify for adult group tour pricing, a group must consist of no less than 10 individuals. Prices per individual are as follows:

Adult	\$7.00 (18-61 years of age) per participant
Senior	\$6.00 (62+ years of age) per participant
College Student	\$6.00 (with valid student identification) <i>Fee applies to a college student not already admitted under the College and University Course Policy.</i>

Adult Group Organizer Free (one person designated per group)

Admission may be paid by one check, or by credit card, at the time of arrival. Parties choosing to pay by cash must collect payment prior to arrival and pay for the group as a whole in one sum. Admission payments may also be made in advance of the tour date by contacting the GRAM Tour Coordinator by phone at 616-831-2928. An invoice, reflecting tour costs may be provided upon request.

Admission and Transportation Assistance

The Arts Council of Grand Rapids offers a special grant program to assist schools and groups with their Arts Education programs. Phone 616-459-2787 or visit www.artsggr.org/Funding.html for more details.

The Rapid field trip program, offers students and teachers transportation to the Grand Rapids Art Museum at a rate of \$0.25 each way. More information can be found by calling 616-456-7514 or by visiting the website to request information: www.ridetherapid.org/contactUs.

Adult Group Tour Request Form

Requested Date of Tour: Choice One _____ Choice Two _____

Tour Time: 10:00 A.M. 12:30 P.M. 3:00 P.M. Other _____

Tour Theme: Nature Revealed Learning to Look

Group Name: _____

Group Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Contact Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail Address: _____

Tour Type: Docent-guided Self-guided

Will there be any individuals who do not speak fluent English? Yes No
If so, please list languages spoken: _____

Are there any individuals with a physical, mental, or emotional disabilities for which we should prepare?
Please detail: _____

(Prices listed are for the admittance of one individual.)

- _____ Adult \$7.00 (18-61 years of age) per participant
- _____ Senior \$6.00 (62+ years of age) per participant
- _____ College Student \$6.00 (with valid student identification) *Fee applies to a college student not already admitted under the College and University Course Policy.*
- _____ Adult Group Organizer Free (one person designated per group)

Please indicate if Crane Studio will be used for lunch purposes.

_____ Total Visitors _____ Total Cost

Museum Policies for Adult Groups

As a courtesy to others and for personal safety, we ask that you review the following information with members of your group:

- Voice levels should be kept to a reasonable level
- Please walk (not run) at all times
- Visitors must not touch works of art, walls, or encasements
- Visitors must stay two feet away from all works of art
- Cameras and photography are not allowed in the building
- Book bags, backpacks, large purses and umbrellas must be left, either at the Education Center Desk, or at the Visitor Services desk, located in the main lobby
- Pencils are the only writing/sketching utensils allowed in the galleries
- Groups with over 60 individuals are encouraged to schedule two separate tour times and/or dates
- Time in the museum store is not typically allotted as part of a group tour. Please schedule your travel arrangements accordingly to allow for time to visit the store
- So that we may make appropriate accommodations and ensure the most positive tour experience possible, please indicate on the Adult Group Tour Request Form, if there are any individuals with mental, physical, or emotional disabilities

What to Expect on a Docent-Guided Tour

Docent-led tours emphasize an interactive and inquiry-based approach to looking at and discussing works of art.

Docents will engage your group by visiting several galleries and discussing a selection of works of art during the hour long tour, so that visitors may have time to make quality observations, draw meaningful connections, communicate more deeply about the visual arts and practice their critical thinking skills.

Additional Guidelines for Self-Guided Tours

In order to share the gallery space comfortably with other guests and group tours, we ask that *self-guided groups* follow the basic guidelines established for all group visits.