



Guidelines for Requesting Adult Group Tours

Plan Ahead

All adult tours, whether docent-led or self-guided, must be booked and confirmed by the GRAM Education Department at least 3 weeks in advance of tour date. Therefore, please request your dates and times as early as possible. We begin scheduling tour times 4 months in advance of the date.

To request a date, please submit the completed Adult Group Tour Request Form by fax to 616-242-5034 or mail to:

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

You may also contact the GRAM Tour Coordinator at 616-831-2928 or by email at edasst@artmuseumgr.org

Confirmation

Your group tour is not considered scheduled until you have received confirmation from the Education Department. We will notify you immediately if we cannot accommodate your tour request.

Fees and Payments

Only groups who have *10 or more individuals and have scheduled a tour 3 weeks in advance* with the Education Department are given a discount on admission prices. Those prices are as follows:

Adults	\$7.00
Seniors	\$6.00 with valid photo ID (62 years of age +)
College Students	\$6.00 with valid student photo ID

Groups will only receive discounted admission pricing if the tour is requested and confirmed 3 weeks in advance. Admission must be paid by one check or credit card at the time of arrival. The discount may also be received if paying by cash when the payment is collected prior to arrival and presented in one envelope.

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 GRAM security office at 616-242-5033 to whether the museum is open or closed that day

Tour Themes

Themes for our docent-led tours during the Fall and Winter 2007 season are as follows:

Permanent Collection tours

Nature Revealed

Learning to Look

Special Exhibition Tours may be arranged upon request. Please see the Current Exhibitions link, located under Programs on the homepage for more information on the special exhibition now showing.

Tour times and length

Tours are one-hour in length and cannot be altered to fit other lengths of time or scheduled times. Please plan to arrive 5 – 15 minutes early to your tour in order to register, pay admission fees, separate into smaller groups and greet your docents.

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 – no tours

Those groups who are coming self-guided may be able to schedule tours for tour times other than those listed below. Please contact the Education Department for more details.

Lunch

Groups may use our studio classroom for lunch purposes at no cost. This arrangement must be requested at the time of booking. During warm weather months, groups are also welcome to eat in any of our outdoors areas or in the Maya Lin Eclipse/Rosa Parks Circle. Adult, Senior or College groups are also welcome to enjoy our Museum Café however, GRAM staff cannot reserve space in our café for groups. To arrange box lunches or for menu information please contact our Café Manager at 831-2922.

Museum Gallery Policies

Please review the attached gallery policies with your group members prior to arrival.

Arrival and Departures

Adult tour groups should meet in the main lobby area. Those adult tour groups arriving by individual vehicles should parking in the Monroe Center Parking ramp, which offers an hour free parking before 6 p.m. each day and enter at the main museum entrance. Limited metered parking is also available on surrounding streets. The Monroe Center parking ramp offers an hour free parking before 6 p.m. each day.

Adult tour groups who are arriving by bus or van should be dropped off at the Monroe Center entrance near the Museum Café and Museum Store and make their way to the main lobby area. Bus Parking is located on Scribner Ave. between Pearl and Bridge Street. Buses must park on the East side of the street on Scribner.

There is also parking available on Mt. Vernon St., North of Pearl Street. Vehicles parking here must park on the West side of the street. There is a sign, which reads "Bus Parking No Permit Needed."

It is also helpful to contact Grand Rapids Parking Services prior to your museum visit whenever possible. Please call 616-456-3290 to let them know you may be parking on Scribner or Mt. Vernon Streets.

Late arrivals

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

Special Accommodations

Individuals booking tours are asked to inform the GRAM tour coordinator, **at the time of booking**, of any individuals with mental, physical or emotional disabilities so that we may make appropriate accommodations and ensure the most positive tour experience possible. Handicap parking and elevator access are available, please inquire at the time of booking. Wheelchairs are available at the front desk. Portable stools are available for gallery use.

Contact

For more information, please contact the GRAM Education Department at 616-831-2928 or by email at: edasst@artmuseumgr.org



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:

- The maximum tour group size is 60 individuals. Groups larger than 60 will be scheduled for two separate tour times
- Please do not touch works of art on view
- Cameras and photography are not allowed in the building
- Book bags, backpacks, large purses and umbrellas must be left at the Education Center desk
- Pencils are the only writing/sketching utensils allowed in the galleries
- Time in the gift shop is not included on the tour
- GRAM requests that we be informed, at the time of booking, of any visitors with physical, mental or emotional impairments so that we may plan for and ensure the most beneficial experience possible.

What to expect on your docent-led tour

Docent-led tours emphasize an interactive and inquiry-based approach to looking at and discussing works of art. Docents will engage your group in several galleries with at least five works of art during the hour-long tour so that participants may have time to make quality observations, draw meaningful connections, communicate more deeply about the artwork and practice their critical thinking skills. As an extension of the tour experience, we encourage adult groups to visit the museum store.

Additional guidelines for self-guided or teacher-led tours

In order to share the gallery space comfortably with other guests and group tours, we ask that self-guide or teacher-led follow these basic guidelines, in addition to those established for all group visits:

- Be aware of other visitors and/or groups in the gallery. If another group appears to be waiting to view the same artwork as your group, please try to accommodate them.
- Please be mindful of the volume levels in the gallery and use the appropriate tone of voice.
- Respect other patrons in our galleries.



Adult Group Tour Request

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 Special Exhibition

Group Name: _____

Group Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Contact Name: _____

Home Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Email Address: _____

Group Type: College Adult Senior

Tour Type: Docent-led Self-guided

Will there be any individuals who do not speak fluent English? Yes No **If so, which language(s) do they speak?**

Are there any individuals with a physical, mental or emotional impairment for which we should prepare?

Yes No **Please detail:** _____

Number of Visitors (max. 60): _____

Adult
\$7 discounted admission

_____ Tour coordinator /bus driver
No Charge (2 per group)

_____ Senior
\$6 discounted admission (with ID)

_____ College Students
\$6 discounted admission (with ID)

_____ Lunch rental
No charge

_____ **Total visitors** _____ **Total Cost**

-----**for internal use only**-----

Number of Docents Needed: _____

Docents Scheduled:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Confirmation Letter Sent _____/_____/_____

Posted to Calendar/Artifax

Docents Scheduled _____/_____/_____

Room Rental Time: _____

Actual visitors: _____ Adults _____ Seniors _____ College _____

Rental Fee _____ **Total** _____ **Total Charge**