



## Guidelines for Requesting Youth and School Group Tours

### Plan Ahead

All youth and school tours, must be booked and confirmed through 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 complete the Youth Group Tour Request Form and 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](mailto: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
Youth (6 – 17)	\$4.00
Chaperones	Adult chaperones for youth tours are given complimentary admission at a ratio of 1 adult chaperone per 10 youth. Classroom teachers receive complimentary admission with their group. <i>All additional adults must pay the discounted adult price.</i>
Workshop fee	For elementary-age groups only. \$50 instructor and supply fee.

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.

If groups have concerns about admission or busing costs you may contact the Arts Council of Grand Rapids, which 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](http://www.artsggr.org/Funding.html) for more details.

If busing costs are an issue, you may consider The Rapid fieldtrip program in which students and teachers may ride any of the Rapid buses to the GRAM for \$0.25 each way. More information can be found by calling 616-456-7514 or visit their website to request information at:

[www.ridetherapid.org/contactUs](http://www.ridetherapid.org/contactUs)

### **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 inquire whether the museum is opened or closed that day. The museum will waive the cancellation fee if local school districts are closed.

### **Chaperones**

Our chaperone policy exists to ensure a safe and enjoyable experience for both your students and other visitors to the museum. One adult chaperone for every 10 students ages 6 – 17 is required. Classroom teachers are asked to “float” between the groups while on the gallery tour. Groups arriving without the required number of chaperones will not be admitted. A Chaperone Information Form is attached. We require that all chaperones receive and review a copy of the Information Form prior to arrival.

### **Tour themes**

Themes for our docent-led tours during the 2008 school-year season are as follows:

***Nature Revealed: Exploring the relationship between nature and creativity***

***Learning to Look: Gathering meaning through observation and discussion***

Teacher Resource Packets for each of our permanent and special exhibition tours are available for download on our website at: [www.artmuseumgr.org](http://www.artmuseumgr.org). You may also call the Education Department at 616-831-2928 for a hardcopy to be mailed to you.

### **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. Both docent-led and self-guided 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

### **Art-making workshops**

Special art-making workshops are offered Tuesday – Friday from 11:00 a.m. – 11:30 a.m. after the 10:00 a.m. gallery tours. These workshops are available for *elementary-age* groups only however, there are plans to extend the workshops to secondary students in future months. The workshop is an extension of the gallery experience, therefore we can not schedule a group for only the

workshop. We will also not schedule the workshop for a time prior to the gallery tour. Workshops are lead by trained museum staff or Calvin College Art Education students. The lesson plans are available by request at the time of tour and workshop booking.

### **Lunch**

Groups may use our studio space 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 the outdoors areas around the museum including the Maya Lin Ecliptic park.

### **Museum Policies**

Guidelines for student behavior are included in this packet. We require that these guidelines are reviewed with students prior to their arrival.

### **Arrival and Departures**

School groups should arrive and depart from the Education Center entrance located on Louis Street between Monroe Ave. and Ottawa Ave. Bus parking is available at our bus pull-in area on Louis Street on a first-come, first-serve basis. Additional 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 and at the Education Center entrance. 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](mailto:edasst@artmuseumgr.org)

### **Youth and Student group museum etiquette guidelines**

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

- Youth must remain with their assigned group at all times
- Voice levels should be kept to a reasonable level
- Please walk (not run) at all 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

### **Additional guidelines for youth and student groups**

- One chaperone is required for every ten youth in a tour group
- The maximum tour group size is 60 individuals. Groups larger than 60 will be scheduled for two separate tour times.
- Teachers and/or Program Administrators are required to “float” between groups and assist with behavior management.
- Teachers and/or Program Administrators are required to present chaperones with our chaperone guidelines form prior to arrival.
- Large nametags are required for each youth.
- School tours are not scheduled for visits to the museum store.
- 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 school tour**

Docent-led tours emphasize an interactive and inquiry-based approach to looking at and discussing works of art. Docents will engage your students will visit several galleries and discuss at least five works of art during the hour-long tour so that students may have time to make quality observations, draw meaningful connections, communicate more deeply about the visual arts and practice their critical thinking skills.



## Chaperone Information

We are pleased to welcome you and your students for a guided visit of our GRAM galleries and want to thank you for volunteering your time to assist us in providing the most positive experience possible for your students. Because your role is so critical to the success of the tour, we've provided a number of brief guidelines for you to review prior to your arrival.

As a chaperone, your role is to:

- Maintain discipline for the group using practices approved by the classroom teacher
- Act as a good role model for gallery behavior
- Refrain from responding to student-directed questions
- Ensure students stay together in their group
- Accompany the students in your group at all times, including stops in the restrooms and Museum Store
- Enforce the following gallery rules:
  - Students must use quiet voices when talking within their groups
  - Students must walk – not run – in galleries
  - Students must not touch the artwork, walls or encasements
  - Students must stay 2 feet away from all artwork
  - Cameras and photography are not allowed in most areas of the building
  - Book bags, backpacks, large purses and umbrellas must be left at the Education Center desk
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Thank you again for being such an important part of this tour experience. We hope you enjoy your visit!



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### School/Youth 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.

**Tour Theme:**       Nature Revealed       Learning to Look

**School/Group Name:** \_\_\_\_\_

**School/Group Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**School District:** \_\_\_\_\_ **County:** \_\_\_\_\_

Teacher/Contact Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Group Type:      Youth Community Group      K – 12 School

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

Are there any students with a physical, mental or emotional impairment for which we should prepare?  Yes  No

Please detail (*developmental ages, wheelchair needs, etc:* \_\_\_\_\_  
\_\_\_\_\_

Number of Visitors (max. 60):	_____	Youth \$4 discounted admission
	_____	Classroom Teachers No charge
	_____	Adult Chaperones No charge (1 per 10 youth required)
	_____	Each additional adult \$7 discounted admission (over the 1:10 ratio)

Complimentary Room rental for lunch purposes

11:00 a.m. art-making workshop: \$50 instructor and supply fee \_\_\_\_\_ Total workshop fee

\_\_\_\_\_ **Total visitors**                      \_\_\_\_\_ **Total Price**

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

Number of Docents Needed: \_\_\_\_\_

Docents Scheduled:

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

