

# Guidelines for Requesting Youth and School Group Tours

## Tour Themes

### Permanent Collection Tours

**Nature Revealed: Exploring the Relationship between Nature and Creativity**

**Learning to Look: Gathering Meaning through Observation**

**Surveying American Art: Picturing America**

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](mailto: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

## Workshops

Youth and school groups have the option to participate in a studio workshop, following a 10:00 A.M. tour only. Workshop themes are based on the tour theme selected.

Learning to Look Tour	Colors, Shapes and Sizes, Oh, My! Workshop
Nature Revealed Tour	Seasons of Change Workshop
Surveying American Art: Picturing America	Primary Sources: Yesterday and Today (Grades 3-8)

Workshops are conducted for 30 minutes, in the Crane Art Studio, located in the lower level of the Art Museum's Education Center. The \$50.00 fee for the workshop includes the use of the studio and all supplies. The workshops are best suited to youth between the ages of five and 10, or for elementary classrooms, grades K- 5.

The Picturing America Workshop, Primary Sources: Yesterday and Today, is appropriate for grade levels 3-8.

For more information on workshop themes and the lesson format, please contact the Educator for Youth and Family Programs at 616-831-2927, or by email at [edasst@artmuseumgr.org](mailto:edasst@artmuseumgr.org).

## 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 16<sup>th</sup> century engravings and woodcuts to contemporary screenprints, 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 Youth and School 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 Youth and School 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](mailto: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](http://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 youth and school group tour pricing, a group must consist of no less than 10 individuals. Prices per individual are as follows:

Youth	\$4.00 (6-17 years of age) per participant
Children age five and under	Free
Adult Chaperone	Free ( <i>ratio of one per every 10 youth; additional adults will be charged the group tour admission rate for adults, \$7.00</i> )
Classroom Teacher	Free ( <i>one teacher per class; additional classroom teachers will charged the group tour admission rate for adults, \$7.00</i> )

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

## Youth and School 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 Surveying American Art: Picturing America

Group Name: \_\_\_\_\_

Group Street Address: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_

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

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

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

E-mail Address: \_\_\_\_\_

Group Type: Youth School Group (K-12) Please Indicate Grade Level: \_\_\_\_\_

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.)*

_____ Youth	\$4.00 (6-17 years of age) per participant
_____ Children age five and under	Free
_____ Adult Chaperone	Free ( <i>ratio of one per every 10 youth; additional adults will be charged the group tour admission rate for adults, \$7.00</i> )
_____ Classroom Teacher	Free ( <i>one teacher per class; additional classroom teachers will</i>

*charged the group tour admission rate for adults, \$7.00)*

- Workshop Fee *\$50.00 (please see Workshop section for details.)*
- Please indicate if Crane Studio will be used for lunch purposes.

\_\_\_\_\_ Total Visitors

\_\_\_\_\_ Total Cost

## **Museum Policies for Youth and School Groups**

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

- Voice levels should be kept to a reasonable level
- Youth must remain with their assigned group at all times
- 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
- One chaperone is required for every ten youth in a tour group
- Groups with over 60 individuals are encouraged to schedule two separate tour times and/or dates
- Teachers and/or Program Administrators are required to “float” between groups and assist with behavior management
- Large nametags are preferred for each youth
- 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 Youth and School 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 students by visiting several galleries and discussing a selection of 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.

### Guidelines for Chaperones:

- 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
- Students must use quiet voices when talking within their groups
- Students must walk (not run) in galleries at all times
- Students must not touch the artwork, walls or encasements
- Students must stay two 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, 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

Thank you again for being such an important part of this tour experience. We hope you enjoy your visit!

### **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.