



## Guided School Group Visit Guidelines

*These guidelines will help ensure a safe and fun trip to the Mint Museum. Please share them with participating students, teachers, and chaperones.*

**Talk about the museum rules and the chaperones' role *before* you arrive.** Students and chaperones alike appreciate knowing what is expected of them.

**Plan to arrive 10 minutes before your scheduled tour time.**

Allow time for traffic and parking. The group leader should check-in at the Front Desk to report the total number of students and chaperones, handle payment (if applicable).

**Groups that arrive more than 15 minutes late cannot be promised their scheduled tours.**

If your group anticipates a late arrival to the Museum contact the front desk (704-337-2090) or Tour Coordinator (704-337-2043) as soon as possible.

**Divide students into the number of groups designated on your Tour Confirmation.**

Each group will then be assigned a docent. Each group of 10 must have an adult chaperone (18 years or older), who will remain with his/her group at all times and monitor their behavior. Groups with very young and/or special needs children must provide a smaller student to chaperone ratio. Be prepared to re-organize groups quickly if necessary.

**Wear name tags.** Name tags should be worn by students and chaperones.

**Leave coats, backpacks, umbrellas, bags, water bottles, and lunches on the bus**

**whenever possible.** If you must bring them into the museum, they may be stored in the cubbies in the Orientation Room at Mint Uptown or along the benches in the Atrium at Mint Randolph. Oversized items (18" or larger) are not permitted in the galleries. The Museum is not responsible for lost or stolen items.

**Please do not touch or lean on artwork, display cases, platforms, labels, or walls.** Stay 2-3 feet away from works of art and platforms. Experience art with your eyes and mind, not your hands.

**Personal photography is permitted in the galleries, provided that no flash is used.** Some works of art and special exhibitions *cannot* be photographed and are marked accordingly. Please ask a guard if you are unsure.

**Do not eat, drink, or chew gum in the galleries.**

**Cell phones should be turned off and put away during tours.**

**Running and rough play are prohibited, for the safety of the collection and other visitors.**

**Use only pencils for writing or sketching.** Wet materials are not permitted in the galleries. Use clipboards for support, not walls or pedestals. Sketching may be prohibited for special exhibitions; ask the Front Desk staff about current exhibition policy.

**The museum does not have on-site lunch facilities.** Groups are welcome to eat at the tables on the Museum Plaza outside of the Uptown location and on the grounds outside of the Randolph location. Romare Bearden Park and The Green are a short walk away.

**Do you have more questions?**

Contact the Tour Coordinator: 704-337-2043 or [julie.olsonanna@mintmuseum.org](mailto:julie.olsonanna@mintmuseum.org).