

K-12 Group Visit Information Form

We are looking forward to welcoming your K-12 group to the Rubin Museum of Art!

In order to ensure that you have the best possible museum experience, please read the following guidelines and share them with your group prior to the visit.

Guidelines

- All guided and self-guided school group visits must have an advance reservation.
- Advance payment is required for all scheduled school group visits. Major credit cards are accepted.
- 1 chaperone is required for every 10-12 students.
- Bins are available to store students' coats and bags during their tour.
- Space for a 20 minute lunch break is available in the Education Center with advance reservation for guided K-12 groups only, pending availability.
- Teachers, chaperones, and group leaders are responsible for their groups at all times.
- Please do not touch the works of art or their cases, as well as gallery walls.
- Food, drinks, gum, and phone calls are prohibited in the galleries.
- Please use pencil or other dry medium to write or draw in the galleries.
- Photography for personal use is allowed in all galleries, provided that no flash or external light sources are used. In cases where the Museum is obligated to prohibit photography of certain objects, those items will be clearly marked as such.
- Bus parking is not available at the museum; buses may drop off and pick up passengers but may not park or stand on 17th Street or on 7th Avenue.
- Any group arriving more than 15 minutes late cannot be guaranteed its scheduled guided visit. If your group anticipates a late arrival to the museum, please contact Admissions at 212-620-5000 x 375 and we will do our best to accommodate the time of your arrival.
- Cancellation must be made at least 3 business days in advance or be subject to a \$40.00 cancellation fee.
- Resources are available for teachers and students. Please ask at the admission desk or check the website ahead of time at www.rmanyc.org/resources.

Tips for Chaperones

We appreciate the commitment and care chaperoning requires. Chaperones are key participants in making students' visits to the Museum as enjoyable and successful as possible.

- Review the museum rules with students on the bus or trip to the museum.
- Get involved. Showing your own curiosity is more important than knowing answers.
- Keep students engaged in a quiet and orderly manner while they are waiting for their tour to get started.
- Check in with your teacher about what your chaperoning responsibilities are, including the plan for after the tour.
- Keep an eye on students who veer too close to the artworks, especially when sitting down or getting up in front of an object.
- Enjoy your chaperoning experience! Listen to the class' conversation. Ask students follow-up questions on the ride back to school about what they found especially interesting or intriguing about the visit.

Outdoor Public Lunch Spaces near the Rubin Museum of Art

Kelly Playground

17th Street between 8th and 9th Avenues

Union Square Park

17th Street and Broadway

The High Line

Gansevoort Street to 20th Street between 10th and 11th Avenues

Email us at Education@rubinmuseum.org if you'd like to receive our monthly K-12 Newsletter!