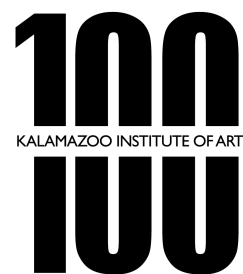


KALAMAZOO INSTITUTE OF ARTS



School Tour Information

The information below is being provided to assist you in planning your visit to the Kalamazoo Institute of Arts.

We ask that visitors treat the museum, artwork, and each other with respect. We strive to create a welcoming and safe space where everyone can appreciate and engage with the art.

Museum Manners

Please review the following guidelines with your students, educators, and chaperones prior to your visit:

- Please do not touch the art. We want to keep it and your students safe.
- Please stay an arm's length away from the art.
- Please walk while in the museum, galleries, and studios.
- Please raise your hand to answer a question.
- Please use inside voices so we don't disturb other visitors.
- Stay with your group.
- Gum, food, and beverages are not allowed in the galleries.
- Please do not lean on the walls or pedestals or sit up against them.
- Only pencils can be used in the galleries.
- Photography is allowed without flash and for personal use only. Selfie sticks, tripods, and video cameras are not allowed in the galleries.
- Book bags, backpacks, large purses, and umbrellas are not allowed in the galleries. If you are carrying a medical supplies backpack, you may bring it in but it must be carried or worn on your front.
- We encourage you to please have your students wear name tags during your visit.

Accessibility Accommodations

If there are any individuals with your group who need accessibility accommodations, please communicate those needs in the designated place in the tour request form or contact the Museum Education Department (mueseumed@kiarts.org) with any questions.

Lunch accommodations

Please note that the KIA does not have a place for your group to have lunch.

Arrival

Please arrive at least five minutes before your scheduled tour time to take care of coats, bathroom needs, and grouping your students.

Please call the KIA (269-349-7775) if you are going to be late. A late arrival could shorten your visit. Docents will wait no more than 20 minutes. After that time we reserve the right to cancel your tour.

Parking

The Kalamazoo Institute of Arts has entrances on both South and Lovell Streets. Complementary parking lots are located across the street from both entrances.

Bus Drop Off and Parking

Buses should drop off students at the South St. entrance. There is space in front of the building to allow the bus to pull off of the street. Parking should be available in the South St. lot, but this cannot be guaranteed.

Payment and Cancellation Policy

Docent-guided tours for Pre-K-12th grades are free.

ArtLabs for 3rd, 4th, and 5th grades free due to funding from PNC Bank. ArtLabs are \$5 per student for all other grades.

If you are adding an ArtLab to your visit, a deposit of \$50 will be due two weeks after your visit has been confirmed. This amount will be deducted from the total cost of your ArtLab.

- Due to staffing and supply requirements with ArtLabs, if you cancel your visit, you will forfeit this deposit. Waiving the cancellation fee will be examined on a case-by-case basis. The remainder of your balance will be due two weeks after your visit. This can be paid by check or credit card.

If you need to cancel or reschedule your tour or ArtLab please email the Museum Education Department (museumed@kiarts.org.) as soon as possible.

Chaperone Responsibilities

Thank you for volunteering your time and chaperoning your group's visit to the Kalamazoo Institute of Arts. You allow us to provide the best possible experience for your students. Your assistance is critical to the success of the visit. Below you will find your responsibilities for the day. Please take a moment to review them before your arrival.

While in the museum/galleries:

- Please stay with your group of students at all times
- Do not allow students to wander away from the group.
- You are responsible for the behavior of the students during the visit. Please enforce the museum manners.
- Follow and support the directions given by the docent and KIA staff.
- Please do not allow students to touch the art, climb up on pedestals or platforms, or lean on the walls.
- Please do not allow students to run.
- Please help to keep students focused on discussions and activities.
- Please allow students to supply their own questions and answers, and interact with one another and their guide in an appropriate manner.
- Please avoid using cell phones or other devices unless you're taking photos of your group.
- Photography is permitted without flash. Tripods, selfie-sticks, and video cameras are not permitted.
- Only pencils are permitted.
- Gum, food, and beverages (even water) are not allowed.

- Bulky bags and backpacks are not permitted. You will be able to leave them in the coat room, but please note that this is not a locked space. If you are carrying a medical supplies backpack, you may bring it in but it must be carried or worn on your front.

While in the studio (if doing an ArtLab):

- Please help students, if needed, but let them do their own work.
- Please keep students focused on directions and their projects.
- Please do not make your own work of art. Please remain focused on the students and be available to assist them or the ArtLab teacher.

The Kalamazoo Institute of Arts requires one chaperone for every ten students. Chaperones must be 18 years of age or older. Teachers are considered chaperones.

Photography Policy

When you enter the Kalamazoo Institute of Arts campus, you will be entering an area where photography, audio, and video recording may occur.

You and any minor in attendance for which you are the parent or guardian consent to the Kalamazoo Institute of Arts to copyright, publish, broadcast, syndicate and otherwise use by name, voice, picture and statements, together with any subject matter, for any purpose, including exhibit, display, editorial, promotion, advertising or publicity purposes. You understand that this consent, which may not be revoked, shall continue indefinitely; and shall apply to all forms of exhibit, display, publication, inclusion on websites and social media, including, without limitation, film, video, sound recordings, interviews, photographs, drawings, texts and illustrations.

By entering the campus, you and any minor in attendance for which you are the parent or guardian consent to this Consent and Release and waive all obligations and rights which you have in connection therewith.

You have been fully informed of your consent, waiver of liability, and release before entering the event.

If you do not want to be photographed or recorded please see a staff member for assistance.