



YOUR GROUP VISIT TO THE COLUMBUS MUSEUM OF ART

WHAT TO EXPECT

Your visit will be a visual and conversational experience. You do not need to bring any backpacks or supplies. We provide everything you will need.

Help keep our galleries clean. We do not allow food, drinks, gum, pens, markers, or any other items that might make a mess.

Make sure you arrive on time. If you are more than **15 minutes late** for your start time, your tour will be cancelled. You may still enjoy the Museum as a self-guided group, but you will not have a tour guide. **Expect a confirmation call from a CMA docent about one week prior to your visit.**

If you need to make any changes to your plans, please contact the Museum at 614.629.0342 as soon as possible.

LUNCH

If your group wants to eat lunch at CMA, you must reserve space two weeks in advance by calling 614.629.0342. Lunch spaces are available on a first-come, first-served basis; they do not include tables and chairs.

CHAPERONES

We expect chaperones to follow and enforce guidelines, actively engage with students, ask questions, and encourage positive and fun attitudes.

Please have enough chaperones for your group.

- 1 adult for every 5 students, grades Pre-K through 2
- 1 adult for every 10 students, grades 3 – 7
- 1 adult for every 15 students, grades 8 – 12

Tours will be conducted in small groups. If you are required to have a chaperone with students at all times, please tell the CMA docent during the confirmation call. The docents will plan accordingly.



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GROUP EXPLORATION TIME

During group exploration time, chaperoned groups with children are welcome to explore the Museum without a docent. If your group plans on having **group exploration time**, please let us know when you book your trip.

We recommend you check out the new Contemporary Wing, the gallery called *Spirit*, the Sculpture Garden, and the Chase Center for Creativity. **Expect to spend 10 – 15 minutes in any gallery.**

THE WONDER ROOM is an experimental gallery that includes more than 35 works of art. All Museum guidelines apply to this gallery. Chaperones and/or teachers must be with the students in this gallery at all times and are expected to engage in activities with them.



GUIDELINES FOR GROUPS

The Columbus Museum of Art is different from children's museums, playgrounds, and zoos. We display fragile, one-of-a-kind objects in our spaces. Please honor these guidelines:

- **Do not touch works of art.**
- **No food or drink in the galleries.** Food and drink are permitted in designated areas only. Ask anyone with a green badge.
- **Check large bags and backpacks at the Front Desk.** It's free.
- **Pencils only.** No pens, markers, or other drawing materials are permitted. Want to draw in the galleries? Borrow a clipboard at the Front Desk. It's free.
- **Stay together.** Children 12 and under must be supervised at all times. One adult supervising 5–6 children is encouraged. Adults are expected to participate with children in all activities.
- **No running, climbing, or roughhousing in the Museum.**
- **Flash photography, tripods or selfie sticks are not permitted.**
Photography is encouraged for personal, noncommercial use in most galleries. Questions? Ask anyone with a green badge.

The Wonder Room is an experimental gallery with many works of art. It is not a playground. Please treat this space with the same respect as other galleries.

By signing this document, you accept and understand all the guidelines listed above, and you agree to communicate them to your entire group. Your group will be held accountable to these guidelines during your visit, or you may be asked to leave the Museum.

Name of Group Leader

Date

FROM DROP-OFF TO PICK-UP

Information on parking and checking in

MORNING TOURS (10:00 AM – 1:00 PM)

FOR BUSES: The Group Entrance is located on the west side of the building. Buses may drop off people on 9th St. in front of the group entrance.



We suggest your bus driver drop off people and return for pick-up at the specified time (pick-up is at the same location as drop-off).

If your bus is parking at the Museum for the duration of your tour, the bus may park for free on 9th St. (in front of the group entrance), but there is limited parking in this location. If there is no parking available at the 9th St. entrance, there is additional metered parking on Broad St. and Gay St.

FOR CARS: Cars and vans may park in the Museum parking lot (located off Gay Street on the north side of the building). Parking is currently free.

AFTERNOON TOURS (1:00 PM AND LATER) & WEEKEND TOURS

FOR BUSES: Buses may drop off people on Gay St., behind the Museum near the Paul Feeley sculpture (blue, white, and red towers). The group will be asked to walk past the parking lot to the main Museum entrance (new wing).



We suggest your bus driver drop off people and return for pick-up at the specified time (pick-up is at the same location as drop-off).

If your bus is parking at the Museum for the duration of your tour, the bus may park for free on 9th St. (west side of the Museum), but there is limited parking in this location. If there is no parking available at the 9th St. entrance, there is additional metered parking on Broad St. and Gay St.

FOR CARS: Cars and vans may park in the Museum parking lot (located off Gay Street on the north side of the building). Parking is currently free.



FROM DROP-OFF TO PICK-UP

CHECK-IN

Backpacks and large bags are not permitted in CMA Galleries. We offer limited free bag check at the door.

When you arrive at the Museum one group leader needs to check in with CMA staff. A staff person will be present to facilitate the check-in process as you enter. Please have a head count and payment or P.O. ready.

