

NORTON SIMON MUSEUM SELF-GUIDED TOUR INFORMATION

NORTON
SIMON
MUSEUM

Self-conducted tours are available for **grades K - 12, university students and youth groups**. A maximum of 125 participants including teachers/chaperones is allowed per tour group. Self-conducted visits are available during the Museum's open hours (every day except Tuesday, from 12:00 to 6:00 p.m., and 12:00 to 9:00 p.m. on Friday). Reservations are required for all self-conducted tour groups. There is no admission fee for students, teachers or chaperones with reservations. Arrival times begin at 12:30 p.m. **You must make reservations at least 2 weeks in advance**. To make arrangements, please complete the accompanying form and return it to the Education Department via mail, fax or e-mail. Please review the Guidelines for School Tours on page 3 for detailed information regarding chaperones and other Museum policies.

ARRANGING YOUR TOUR	Self-conducted tours are free with reservations made at least 2 weeks in advance.
AVAILABLE TOUR DAYS	Tours are available everyday except Tuesday.
AVAILABLE TOUR TIMES	Tours are available after 12:30 p.m.
GROUP SIZE	Your group must not exceed 125 participants including chaperones and teachers.
CONTACT	Please call Michael Ano at (626) 844-6980 or e-mail educate@nortonsimon.org . For further information, please visit our website at www.nortonsimon.org .
STUDY GUIDES	Study guides and preparatory materials are available by visiting our website at www.nortonsimon.org . Click on "Education" and then "Study Guides."
AUDIO TOURS	Audio guides for adults and children in English and Spanish are available at the Museum information desk for \$3.00 each.
PICNIC/LUNCH	The Museum does not have picnic facilities. Outside food, beverages and chewing gum are not allowed on the Museum grounds. Please note the only park within walking distance of the Museum is Defender's Parkway, a ½-acre grassy lawn located on the southwest corner of Orange Grove and Colorado Boulevards. If you would rather drive to one of the larger parks with more extensive facilities, please call (626) 744-7195 to reserve a picnic bench at Central or Memorial Park. Box lunches can be ordered through our Garden Café operated by the Patina Group. Please call (626) 844-6970 for further information.
BUSES/PARKING	Buses do not need reservations. Buses are to park and unload on Colorado Boulevard . Private vehicles can park at no cost in the Museum's parking lot. Space is limited.

NORTON SIMON MUSEUM: SCHOOL TOUR REQUEST FORM



Mail to: Education Department
Norton Simon Museum
411 West Colorado Blvd
Pasadena, CA 91105

Fax to: Education Department
(626) 844-6949

Please fill out the form below by clicking on the appropriate line and typing your information. Please print out the form and fax or mail it (see above). The Education Department will contact you to confirm the details of your tour.

NAME OF SCHOOL: _____

CONTACT PERSON: _____

PHONE NUMBER (school/home/or cell): _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

STREET ADDRESS (school or home): _____

CITY, STATE, ZIP: _____

STUDENT PROFILE (grade and subject): _____

TOTAL NUMBER OF PARTICIPANTS (including chaperones): _____

List three possible dates and times in order of preference.
Please note that the Museum is CLOSED on Tuesdays.
Groups are not to exceed 125 students.

Date: _____ Expected arrival time (after 12:30 p.m.): _____

Date: _____ Expected arrival time (after 12:30 p.m.): _____

Date: _____ Expected arrival time (after 12:30 p.m.): _____

Will you be arriving by bus? Yes ___ No ___

*****Remember, buses MUST unload and park along Colorado Boulevard*****

NORTON SIMON MUSEUM: GUIDELINES FOR SCHOOL TOURS



A school visit is often students' first opportunity to view artworks in a Museum setting. It is important that students understand the conduct that will be expected of them. The following guidelines exist not only to protect the artwork, but also for the enjoyment of all patrons visiting the Museum. Please review them with students and chaperones. We thank you for your cooperation and hope you enjoy your visit.

Chaperones

Teachers and adult chaperones are extremely important to the success of students' visits to the Museum. Adult chaperones are responsible for students' conduct and adherence to rules of proper behavior in the galleries. **Failure to adequately supervise your students may result in your group being asked to leave the Museum.** Chaperones should read and understand all of the Museum guidelines listed below and assist gallery attendants in enforcing them throughout the visit.

School and Youth Groups are **required** to adhere to the following:

Under 6th grade	1 adult for every 5 students
6th – 9th grade	1 adult for every 8 students
10th – 12th grade	1 adult for every 10 students

Groups of students without adequate adult supervision will not be permitted to enter the Museum. Students are not allowed to be on their own without adult supervision.

Please remind your students:

- **Touching the art is not allowed.**
- To speak quietly while in the galleries to avoid disturbing other Museum visitors.
- To be considerate of other Museum visitors.
- To stay with their group at all times.
- Not to sit or lean on any artworks.
- Not to sit on the floor.
- No gum chewing, food or beverage.
- To write with pencils only; no markers or ink pens.

Picnics and Lunch

Outside food, beverages and chewing gum are not allowed on the Museum grounds. Please see the enclosed map of local public parks for picnicking options. The only park within walking distance of the Museum is Defender's Parkway, a ½-acre grassy lawn on the southwest corner of Orange Grove and Colorado Blvd. If you would rather drive to one of the larger parks with more extensive facilities, call (626) 744-7195 to reserve a picnic bench at Central or Memorial Park. Box lunches can be pre-arranged through our Garden Café operated by the Patina Group. Please call (626) 844-6970 for further information.

Large Parcels/Bags

All umbrellas, backpacks, bags or purses over 11 x 15 inches must be left in the Checkroom and retrieved before the Museum closes. Backpacks/carriers of any size may not be worn in the galleries. Please note: all items brought into the Museum are subject to search. Please encourage your students to leave all non-essential items at school or on the school bus.

Museum Store

The Museum Store opens at noon. Students entering the store must be accompanied by chaperones. Due to space restrictions, no more than 25 students at a time may enter the store.

Photography

Visitors are permitted, for private noncommercial use only, to take photographs in the galleries and sculpture gardens. Videotaping is also allowed in these areas. Photography and videotaping in the building must use existing gallery light only (flash photography is prohibited). Tripods are not allowed. Works of art on loan from private collections or other institutions may not be photographed or videotaped. The gallery label will indicate if the object is on loan. Photographs and videos may not be reproduced, published, distributed, transferred, sold or otherwise commercially exploited without express written permission from the Office of Rights & Reproductions.

Sketching and Copying Works of Art

The Museum visitor is permitted to sketch under the following conditions: using dry mediums only (no oils, acrylic, watercolor or other wet mediums), in a location that does not obstruct an entrance, an exit or the view of the artwork, or compromise the safety or security of the artwork and/or other visitors. Equipment such as stools, chairs and easels are not permitted.

Transportation

See the enclosed map for directions by bus or car. Buses MUST unload on Colorado Boulevard. Street parking is free where available. The City of Pasadena provides a shuttle bus to transport passengers through the Pasadena Playhouse district, Lake Street shopping district and Old Pasadena. A shuttle stop is located in front of the Museum. Please visit www.cityofpasadena.net/artsbus for schedules. Alternatively, Bus Line #180/181 stops in front of the Museum. The Memorial Park Station on the Gold Line is the closest Metro Rail station to the Museum located at 125 East Holly Street and Arroyo Parkway. Please visit www.metro.net for schedules.

We hope you enjoy your visit to the Norton Simon Museum.