

Norton Simon Museum

Guidelines for Museum Educator-Led School Tours

411 West Colorado Boulevard, Pasadena, CA 91105

Phone: (626) 844-6980 | Email: educate@nortonsimon.org

We welcome you and your students to the Norton Simon Museum. Before your visit, it is important that your students understand the appropriate conduct that will be expected of them. The following Museum guidelines exist not only for the protection of the artwork, but also for the enjoyment of all patrons visiting the Museum. Please review them with your students and chaperones. We thank you for your cooperation and interest in the Norton Simon Museum and wish you a wonderful visit.

Group Size

Each school tour is divided into groups of fewer than 20 students and chaperones and are assigned an educator and attendant. Based on the number of students you'll be bringing, we have calculated the number of groups for your school. About 1–2 weeks before your visit, you will receive an email stating the number of groups your students should be divided into. Please divide your class as evenly as possible and organize your students and chaperones into that number of groups before arriving at the Museum.

Admission

Reservations are required for all school/youth groups. There is no admission fee for students, teachers and adult chaperones escorting school groups. School tours take place when we are not open to the public. Available reservation times are at 9:45 a.m. and 11:00 a.m. on Mondays, Thursdays and Fridays.

Day-of Policy for Tours

Please plan to arrive 10-15 minutes before your scheduled tour to allow time for unloading buses and a brief message before your tour begins. **If you arrive late, the length of your tour may be shortened.** Because tours are scheduled before the Museum's normal operating hours, we cannot accommodate arrivals earlier than 30 minutes before the start of your tour.

Chaperones

Teachers and adult chaperones are responsible for the students' conduct and adherence to rules of proper behavior in the galleries. Chaperones should read and understand all of the Museum guidelines listed below and enforce them throughout the visit. Groups without adequate adult supervision will not be permitted to enter the Museum. Failure to adequately supervise your students may result in your group being asked to leave the Museum. Please avoid blocking stairways and passageways between galleries. At no time may students be left unattended in the galleries. Surplus staff, beyond chaperones, such as bus drivers, will not be admitted as part of the group.

School and youth groups are required to have:

- 5th – 6th grade 1 adult for every 5 students
- 7th – 9th grade 1 adult for every 8 students
- 10th – 12th grade 1 adult for every 10 students

Please remind your students and chaperones:

- Touching the art is not permitted.
- Stay with their group at all times.
- Speak quietly while in the galleries.
- Be considerate to other Museum visitors.
- Only sit on the floor when requested to do so by a Museum Educator.
- Only pencils may be used for writing or sketching in the galleries. No ink pens or markers are allowed
- No gum chewing, food or beverage. If a member of your group requires water for medical purposes, please inform a security manager on arrival.
- Leave all bags, backpacks, food, drinks and non-essential items at school or on the bus

Worksheets

Worksheets are not permitted during the tour. They can be completed after the tour when the Museum is open to the public.

Cell Phones

Cell phone use is not permitted during the tour.

Large Parcels/School Bags

Please leave backpacks, school bags and lunchboxes at school or on the bus. All umbrellas, backpacks, bags or purses brought into the Museum over 11 x 15 x 6 inches must be left in the Coat Check by the Admissions desk and retrieved before the Museum closes. Backpacks and carriers of any size may not be worn in the galleries. *Please note that all items brought into the Museum are subject to search; all nonessential items should be left at school or on the bus.*

Photography

Visitors are permitted, for private and noncommercial use only, to take non-flash photography of the permanent collection galleries and sculpture garden. Videotaping is also allowed in these areas. In the Museum, tripods and selfie-sticks 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 or otherwise commercially exploited without express written permission from the Norton Simon Museum's Office of Rights & Reproductions.

Sketching and Copying Works of Art

Museum visitors are permitted to sketch works of art on a drawing pad, provided they use dry mediums only. Oils, acrylic, watercolor or other wet mediums are not permitted. Sketching must take place in a location that does not obstruct an entrance or exit and does not obstruct the view of the artwork or compromise the safety or security of the artwork or of other visitors. Equipment such as stools, chairs and easels are not permitted. Small camp stools may be used.

Picnics and Lunch

If you are interested in purchasing boxed lunches, you must pre-order them from our Garden Café by calling Patina Restaurant Group at **(626) 844-6970** at least 2 weeks in advance of your tour date. The Garden Café can provide pre-ordered boxed lunches for 20–60 guests. If you plan to buy lunch at the Garden Café but do not wish to purchase the boxed lunches, please call the Garden Café at **(626) 844-6970** at least 2 weeks in advance of your tour date to let them know the size of your group, so that they can prepare accordingly. The Garden Café can seat up to 50 guests, but seats cannot be reserved for your group. For larger groups, lunches may be taken from the Museum to a local picnic area. *Outside food, beverages, candy and chewing gum are not permitted on the Museum grounds.* Please see the enclosed map of local parks for picnicking options. The closest park within walking distance 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 picnic benches at Central or Memorial Park.

Transportation

Buses must unload on Colorado Boulevard; two-hour street parking is free where available. If you plan to arrive by public transportation, take the Gold Line to Memorial Station. From Memorial Station, walk one block south to Colorado Boulevard and board the #10 Pasadena Transit Bus. You can also walk to the Museum from Memorial Station (approximately 10 minutes). More information on the A Line is available at www.metro.net; information on Pasadena Transit is available at <http://cityofpasadena.net/pasadena-transit>, or by calling **(626) 744-4405**.

Persons with Disabilities or Special Needs

We welcome guests with disabilities or special needs. Please let us know if any member of your group will require specific accommodation or assistance. Please see our website for more information on available accessible tours. The Museum has an access ramp to the right of the entry steps. Restrooms are available for visitors with special needs and all galleries are accessible.