

## Guidelines for School Tours

We welcome you and your students to the Norton Simon Museum. It is important that your 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 have:

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 stay with their group at all times.
- To speak quietly while in the galleries and be considerate of other Museum visitors.
- Not to sit on the floor.
- No gum chewing, food or beverage.
- To write with pencils only, no markers or ink pens.
- To leave all non-essential items at school or on bus.

### 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. The store will open early for your group if your tour ends before noon. Please notify the Museum in advance should you want to visit the Museum Store in advance of its opening. 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](http://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](http://www.metro.net) for schedules.