

School Tour Contract

Please review our tour policies, print this document, sign and fax (325-658-6800), mail (1 Love Street, San Angelo, TX 76903) or submit it online* to the Museum. This document is required for your tour reservation. **Your tour is not reserved until you have a confirmation from the Museum education staff via e-mail or telephone.**

Late tours are responsible for calling the Museum (325-653-3333). **Tours 15 minutes or more late will be cancelled.** We will be happy to reschedule if possible.

Tour Options:

Date: _____ Time: _____ Number of Students: _____

School/Organization: _____ Grade: _____

For Groups of 50-75 Students:

We offer a **3 part tour** with groups split into 3 rotations including a gallery tour of current exhibitions, an art activity in the Education Studio, and a science related program at the UCRA's Water Education Center. Each rotation lasts 45 minutes. **Please allow 2 hours and 15 minutes for your visit.** Due to limited space in our galleries, we are not able to accommodate groups larger than 50 for a shorter amount of time.

For Groups of 50 - 25 Students:

We offer the **3 part tour option** (see above),

or a **2 part tour** including a tour of current exhibitions and a related art activity in the Education Studio. Each rotation for the 2 part tour is 45 minutes. **Please allow 90 minutes for your visit.**

For Groups of 25 Students or Less:

We offer the 3 part tour (see above), 2 part tour (see above), or
a 45 minute gallery tour of current exhibitions.

I have read and agree to all Museum tour options, Museum tour policies, and etiquette. I will be responsible for ensuring that all participating members of my group abide by these guidelines. I will notify the Museum of any changes in date, time, or number of participants in a tour. I understand that significant changes made to a previously scheduled tour may result in rescheduling or cancellation.

Printed Name

Phone

E-mail

Signature

Date

*By submitting this form electronically, I agree to all stated terms.



Etiquette for Museum Visits

Please discuss museum etiquette with your students and chaperones before you arrive at the Museum. Below are some important guidelines.

1. Please DO NOT touch the artworks; they may be very old, fragile, and/or one of a kind!
2. Please do not eat or drink in the galleries.
3. Please no running or horseplay in the galleries.
4. Please use inside voices our ceilings are high and tend to echo. Also, please raise your hand if you have a question or thought to share.
5. There must be one adult chaperone per ten students.
6. For adults: Please turn off cell phones in galleries. Texting is also inappropriate in the galleries.
7. Large bags and backpacks are not permitted. They may be safely checked in our business office.
8. Please NO flash photography, this is distracting to other visitors.

If a group or individual student becomes too disruptive we may be forced to end the tour early and ask the group to leave. This will not happen if you follow the guidelines above. We love sharing art with the community, and we hope you have a wonderful time at the San Angelo Museum of Fine Arts. If you have any questions, please do not hesitate to ask.

Looking forward to seeing you!

The Education Staff
San Angelo Museum of Fine Arts
1 Love Street
San Angelo, TX 76903

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f: 325-658-6800