**Writer’s Eye 2015** | **visitation guidelines**

**Teachers/chaperones**

There should be at least one adult for every 15 children. Our volunteers count on your assistance to make the Museum tour a positive experience for all; **student discipline is the responsibility of teachers and chaperones.**

**Personal belongings**

Students, teachers, and chaperones should leave coats, umbrellas, and all personal belongings in the bins provided for each group, or in the first floor coat room.

**School first aid kits**

School first aid kits may be brought in a backpack; however, the pack must be carried, not worn on your back.

**Touch with your eyes, not with your hands**

Touching works of art, and touching or leaning on display cases, pedestals, and walls are prohibited at all times.

**Walk & use quiet, conversational voices**

Running, fast movements, and yelling in the galleries are prohibited.

**Writing or drawing**

Visitors who would like to draw or write in the galleries must use pencil only. Extra pencils are available at the reception desk. Painting is not permitted in the galleries.

**Food and drink**

Food, drinks, and gum are not allowed in the Museum.

**Cell phones**

Please silence and put away all cell phones. If you must keep the phone on, please put it in vibrate mode.

**Cameras**

Photography is not permitted inside the Museum.