



# Rollins Museum of Art Faculty Visit Guidelines

Rollins Museum of Art  
1000 Holt Avenue  
Winter Park, FL 32789

Thank you for your interest in Rollins Museum of Art! Before scheduling a class visit to the museum, please read through the following guidelines:

- We ask that faculty fill out a [Class Visit: Faculty Request Form](#) before bringing a class to the museum.
  - Requests are not considered complete until you receive a confirmation email from our Education Department.
  - Faculty members from any college or university that would like to collaborate with Rollins Museum of Art on assignment-based experiences or special requests should include that in the response to Question 16 of the form - "What is the goal of your experience?"
- Please submit requests within the timeframes listed below:
  - Professor-guided and student self-guided visits for **works on view** require a **minimum of two weeks' notice.**
  - Staff guided class visits for a **museum highlights** or **exhibition tour** require a **minimum of three weeks' notice.**
  - Class visits with a **custom artwork pull component** require a **minimum of 4 weeks' notice.** Please note that customized artwork pulls are limited to 5 objects.
- If requesting a visit with a **custom artwork pull** from our collection, please understand that not all works may be available, as some may be on loan to other museums or in off-site storage. Due to the fragile nature of certain objects in the collection, museum staff may direct faculty towards works currently on view that align with a requested subject area.
- Make sure to visit our [Exhibitions](#) page to see what is on view each semester.
- Class visits are available during regular hours of operation, **Tuesday-Friday, 10am-4pm** at the museum and Alford Inn. Professor-guided visits to the Alford Inn may be available during alternative hours.
- Due to the volume of requests, please allow a minimum of 3 business days before following up on a submitted visit request.