



Rollins Museum of Art Faculty Visit Guidelines

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

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

- Please submit a [Class Visit: Faculty Request Form](#) before planning to bring a class to the museum or Alford Inn.
 - Requests are processed on a first-come, first-serve basis.
 - Requests are not considered complete until you receive a confirmation email from our Education Department.
- Please submit the request form 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 **RCC, Museum Highlights, or Exhibition tours** require a **minimum of three weeks' notice.**
 - Class visits with a **custom artwork pull component must be submitted by August 15, 2026.** Please note that customized artwork pulls are limited to a maximum of 5 objects.
- If requesting a visit with a custom artwork pull from our collection, please understand that not all works may be available. 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.
- Museum staff guided class visits are available during regular hours of operation, **Tuesday-Friday, 9am-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 request. For custom artwork pull requests, please allow a minimum of 5 business days.
- Make sure to visit our [Exhibitions](#) page to see what is on view each semester.