



Rollins Museum of Art K12 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 teachers fill out a **Class Visit: [K12 Request Form](#)** before bringing a class to the museum.
 - Requests are not considered complete until you receive a confirmation email from our Education Department.
- Please submit requests within the timeframes listed below:
 - Teacher or self-guided visits for **works on view** require a **minimum of two weeks' notice.**
 - Facilitated class visits (led by museum staff) require a **minimum of four weeks' notice.**
- Make sure to visit our [Exhibitions](#) page to see what is on view during the time of your visit.
- Class visits are available during regular hours of operation, **Tuesday-Friday, 10am-4pm** at the museum.
- Due to the volume of requests, please allow a minimum of 3 business days before following up on a submitted visit request.
- There is no charge to visit the Rollins Museum of Art.
- Parking must be arranged by the teacher or through the school district. Parking information will be sent upon the visit being confirmed by museum staff.
- Maximum number of students per visit depends on tour type. Groups must have a minimum 1:10 chaperone to student ratio.



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Please review the following museum expectations with your students and chaperones before the date of your field trip:

- Food, drinks, and large bags are not permitted inside the galleries and must be left at the front desk for the duration of the visit.
- Maintain a respectful volume level in the galleries during the tour.
- Limit cell phone usage while in the galleries.
- Non-flash photography is permitted.
- Materials such as pens, crayons, colored pencils, paint, or markers are not permitted in the galleries.
- Touching the artworks or leaning against walls is not permitted.
- Chaperones must always stay with their assigned groups/students while in the galleries.