

MFA School Group Visit Checklist

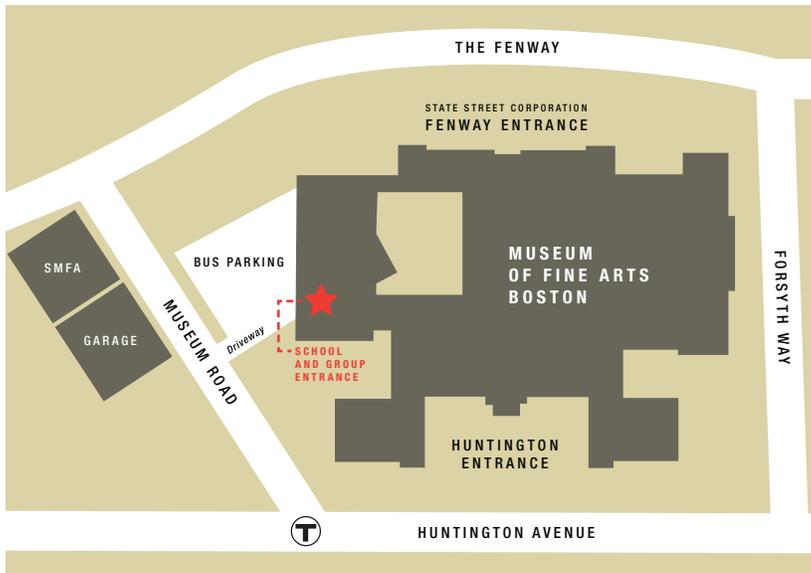
We're excited to see you and your students at the MFA!



Visit Checklist

- Schedule your arrival time for 15 minutes before** your tour start time. Remember to plan for traffic.
- Designate a teacher or chaperone to check in** on arrival while the group waits outside or on the bus. This process can take 10 to 15 minutes.
- Payment is due on arrival. Make sure you have the correct amount in cash, credit, or check.
- Bring a list of the names of all students visiting along with the coordinator's name and phone number. This list will be kept confidential and shredded at the end of the day.
- A chaperone is needed for every 10 students in order to enter the Museum.
- For Guided Tours, divide your students evenly into the number of groups indicated in the e-mail from your Gallery Instructor.
- Leave your belongings on the bus unless you made lunch reservations with the Museum.
- Running late? Please call **Group Sales at 617-369-3310** as soon as possible. **Note:** If you are late for a guided tour, we can provide an abbreviated tour. If you are more than 30 minutes late, the tour will be canceled and your group will be admitted for a self-guided visit.

Transportation and Parking



Tips for driving to the Museum

- **Traffic is unpredictable, especially during rush hour on weekday mornings. Please allow extra time for traveling.**
- Include the zip code when entering the Museum's address in GPS: 465 Huntington Avenue, Boston, MA **02115**.
- Please note that buses are not allowed on Storrow Drive.
- The Groups Entrance in the Linde Family Wing is located on Museum Road on the Museum's west side (see map and photo). If your group is arriving at 4:30 pm or later, you will enter from the State Street Corporation Fenway Entrance.
- Cars and vans can park in the Museum Road Garage or surface lots for a fee. Drivers for groups can receive the members' parking rate by presenting their confirmation letter to the attendant.
- The Museum has limited school bus parking available on a first-come, first-served basis for groups with reservations. The bus parking lot is located on Museum Road between the Museum's two surface parking lots, immediately outside of the Linde Family Wing entrance. Additionally, the City of Boston has designated the north side of Huntington Avenue, between Belvedere Street and Massachusetts Avenue for bus parking.

Taking public transit to the Museum

- Take the Green Line E Train to the Museum of Fine Arts stop, or take the Orange Line to the Ruggles Stop (a 10 to 15 minute walk from the Museum).

During Your Visit



We want students and chaperones to have the best possible experience at the MFA. We appreciate your help in protecting all visitors and artwork. Please follow the instructions of Museum staff and Gallery Instructors and keep in mind the following policies:

- **Enjoy the Museum and be considerate.** Lively discussion is encouraged. Please refrain from loud or disruptive behavior.
- **Students must be accompanied by a chaperone at all times.** Any students in the galleries without a chaperone will be required to return to the group entrance to wait for their chaperone. All chaperones are expected to be attentive to their group and take responsibility for the behavior of their students.
- **Refrain from touching any objects or their casework.** Please remain at least 12 inches away from works of art and refrain from gesturing within two feet of a work of art. Visitors are not permitted to use laser pointers or flashlights.
- **If a gallery is crowded, consider visiting another gallery and returning when it is less busy.** If a gallery is at capacity, the MFA's Protective Services staff may advise a group to wait before entering.
- **Sketch or take notes using pencil only.** To protect the artwork and the facilities, please do not point at works of art with your pencil and do not write or sketch against the walls or cases.
- **Non-flash photography is allowed, unless posted otherwise.**
- **Mobile phone conversations are not permitted in the galleries.** At the discretion of the teacher, self-guided groups may use mobile phones or tablets for note taking, writing activities, and/or research.
- **No food, beverage, or gum is permitted in the Museum galleries.**
- **Walk through the Museum.** Please do not run.
- **Students are welcome to visit the Museum Shops and Bookstore in groups of 10 or fewer, one group at a time.** Any students in the Shops must be accompanied by a chaperone.

Visit mfa.org to learn more about the Museum of Fine Arts, Boston!