

# College and University Policy

## at Newfields



4000 Michigan Road Indianapolis, IN 46240 | [discovernewfields.org](https://discovernewfields.org)



**NEWFIELDS**  
A PLACE FOR NATURE & THE ARTS



Newfields regularly hosts self-guided visits for college and university groups. To foster connections with campus communities and to increase engagement with Newfields. To qualify for special pricing, groups must have a minimum of 10 individuals plus a faculty member.

## Indiana College and University Students

- All Indiana college and university students get free General Admission to Newfields. Learn more at [discovernewfields.org/join](https://discovernewfields.org/join).
- All college and university faculty members who would like to schedule a group visit with their students must fill out the form.
- Admission to *THE LUME Indianapolis* is \$10 per participant during weekdays.
- If you plan on visiting *THE LUME Indianapolis* on a Saturday or Sunday, tickets will be full price.

## Out-of-State College and University Students

- Prescheduled General Admission from any out-of-state college or university is \$16 per participant on weekdays during Museum hours.
- Admission to *THE LUME Indianapolis* is \$20 per participant on weekdays during Museum hours.
- If you plan on visiting on a Saturday or Sunday, General Admission and *THE LUME Indianapolis* tickets will be full price.

Contact [schooltours@discovernewfields.org](mailto:schooltours@discovernewfields.org) or **317-923-1331 x206** for more information

## Reservations

- All college and university groups are required to submit a tour request form three weeks in advance of visit. To request a date and time, fill out the online request form.
- Date and time of visit is not guaranteed until you receive an official confirmation email from Newfields.
- An accurate head count is required 24 hours before the visit.
- Payment can be made via check or credit card only. You may pay in advance of the visit or the day of. No refunds will be given due to day of changes.
- Cancellations must be requested 48 hours in advance of the day of the visit.
- To make payment and/or reschedule a tour, email [schooltours@discovernewfields.org](mailto:schooltours@discovernewfields.org) or by calling **(317) 923-1331 ext. 206** as soon as possible

## General Tour Information

- Entry to all special exhibitions is subject to capacity restrictions.
  - If you're interested in a Docent Tour, please fill out the "additional notes" section in the form and add the exhibition or topic the group would like the tour.
- Limited lunch options are available. Groups wishing to eat at the Museum can purchase lunch in The Café by checking the catering box on the reservation form. If you would like to pre-order your lunch through The Café, please contact: [salesassist@kahnscatering.com](mailto:salesassist@kahnscatering.com)
  - Groups can bring their own lunches and eat in The Garden. Lunches will be stored in the unrefrigerated coat check area upon arrival. The Museum cannot guarantee indoor seating and asks that groups of 40 or more speak with an education staff member about seating availability.

## College & University Group Policies

- We understand the desire to touch works of art that intrigue you. However, even the smallest touch can irreparably harm artwork. You can be an art protector and help us preserve cultural heritage by not touching artwork. We do have interactive spaces on every floor where you can enjoy hands-on activities without touching any artwork, so be sure to ask a team member for locations. This can help ensure the art you love will be here for generations to come.
- Pens and colored pencils are not allowed in the IMA Galleries but sketching with pencils in notebooks 11 × 14 inches or smaller are allowed.

- Water bottles with screw-top lids, bottles for infants, and sippy cups for children are permitted inside the IMA Galleries and you'll find drinking fountains on every floor. However, to prevent any damage to artwork, food, other beverages, and chewing gum are not allowed inside the IMA Galleries. Feel free to enjoy refreshments in The Café on Floor 1 or The Beer Garden at Garden Terrace.
- Beverages with red dye are not permitted in the IMA Galleries.
- Lilly House can accommodate groups of 20 people or less at one time.
- Photography is permitted for private, non-commercial use only. Unless otherwise noted, photography of temporary exhibitions or borrowed works of art is not permitted. Flash photography, tripods, monopods (including selfie-sticks), and other photographic equipment are not permitted inside the IMA Galleries, Lilly House, or Elder Greenhouse.

## Security

- All items carried into or out of the Museum may be inspected by Newfields Security. Additionally, all students, teachers, and chaperones are required to walk through a metal detector. Individuals unable to go through the metal detector will be hand-screened with an electronic wand by Newfields Security. To create a seamless entrance, we ask that all students leave their backpacks on the school buses. If your group requires special accessibility accommodations, please arrange them with the Newfields Education team.
- Help us protect the art by leaving any backpacks or bags larger than 11×15×6 inches on school buses/vehicles or store in a locker (There is a \$0.25 returnable locker charge). Backpacks and large bags are not permitted to be worn on your back, while inside the IMA Galleries, but can be worn on your side like a purse or on your front. Have an oversized diaper bag or medical bag? Please see a Newfields staff member upon arrival for accommodations.

## Parking

### Arriving by bus

- For Scheduled Groups — Designated bus parking spots are marked off on the main surface lot of the museum along the area with the *Five Brushstrokes* sculptures. Accommodation can be made for scheduled groups only. We cannot guarantee bus parking on the weekends.

### Arriving by car

- Parking is available to all visitors free of charge.

### Handicap Parking

- Free handicap parking is available in the small lot beside the museum entrance closest to 38th Street.

## The Virginia B. Fairbanks Art & Nature Park Parking

- Free parking for The Virginia B. Fairbanks Art & Nature Park is available off of 38th Street just west of the Indianapolis Museum of Art's primary parking lot.
- Groups can walk from the Indianapolis Museum of Art to Fairbanks Park by using the multi-use path along Michigan Road and the Central Canal Towpath. This route takes about 15 minutes on foot.
  - Please note that Waller Bridge that connects the Indianapolis Museum of Art to Fairbanks Park is closed during the weekdays.

## Educator Resources

- There are several resources for educators who wish to plan a self-guided tour, Gallery activity, or would like creative learning offerings. Please visit [discovernewfields.org/education](https://discovernewfields.org/education) to browse these resources. An education staff member is also able to assist with questions or inquiries.

