School Group Policy

at Newfields



4000 Michigan Road Indianapolis, IN 46208 | discover**newfields**.org

NEWFIELDS
A PLACE FOR NATURE & THE ARTS





General Admission School Rates

Private & Non-Marion County Schools: $5 | Marion County Public Schools: Free | Homeschools: $5
Special Tour or Program: additional cost
Homeschools to qualify for the school rate, groups must have a minimum of 10 students with a chaperone.

Giants School Group Rate

Private & Non-Marion County Schools: $10 | Marion County Public Schools: $5 | Homeschools: $10

Contact schooltours@discover**newfields**.org or **(317) 383-0986** for more information

Reservations

- Field trips are required to submit a form three weeks in advance of intended day of visit. To request a date and time, fill out the online field trip request form.
    - Schools requesting a Docent or Garden Guide Tour are required to submit the form 4 weeks in advance of your visit.
- 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@discover**newfields**.org or by calling **(317) 383-0986** as soon as possible.

General School Tour Information

- General Admission school tours are offered on weekdays from 10 AM to 5 PM.
- Museum staff will greet groups in the Efroymson Family Entrance Pavilion and assist with questions upon arrival.
- Entry to all special exhibitions is subject to capacity restrictions.
- The Museum will offset the cost of bus transportation up to $150 per day, per school on a first-come, first-serve basis as funds allow. Check the appropriate box on the online request form.
- Limited lunch options are available. Groups wishing to eat at the Museum can purchase lunch in the The Café by checking the catering box on the reservation form.
- Groups can bring their own lunches and eat in The Garden (weather dependent). 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. The Beer Garden is not available for lunch space.
- Bus drivers are welcome to join their group.

Docent/Garden Guide Tours

- Schools requesting a Docent or Garden Guide Tour are required to submit the form 4 weeks in advance of your visit.
- For information on what tours we have available please visit discover**newfields**.org/education/field-trips or email schooltours@discover**newfields**.org.

School 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.
- Students ages 15 and younger must be accompanied by their teachers and/or chaperones at all times. If students are 15 and older, they may explore the IMA Galleries on their own, but must check in with their teacher and/or chaperones during the field trip.
- 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 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.

    - 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.

- Children may not be carried on shoulders or piggyback.

- Bus drivers are welcome to join their group.

Chaperone Information

Newfields is grateful to the teachers, parents, and other adults who take time to join their children and students during their experience at Newfields.

- There should be one (1) chaperone for every six (6) students for PreK through grade 2 tours. For grades 3 through 12, one adult chaperone is required for every 10 students.
- The required number of chaperones receive free general admission. Additional adults are $5 per person.
- Chaperones are responsible for helping to keep their group together and monitoring behavior while they are at Newfields.
- Chaperones must stay with their group at all times.
- Chaperones should support student learning and exploration while in the IMA Galleries. Please keep children with their group and remind them about gallery guidelines.
- Chaperones should act as role models for museum behavior for their students. Be aware of other guests and use inside voices and walk at all times.
- Please silence your cell phone while inside the museum. If you must take a call, please be mindful of the guests around you.

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 School Bus

- For Scheduled School 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. Newfields encourages schools to use buses whenever possible to support parking capacity limits.
    - Bus parking on the weekends is not guaranteed.

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 discover**newfields**.org/education to browse these resources. An education staff member is also able to assist with questions or inquiries.