

TOUR REQUEST FORM

IMPORTANT: Tours are only guaranteed once confirmed by a member of the Utah Museum of Contemporary Art education staff *via* email or telephone.

Name of School/Organization:	Date:
Contact Person:	Job Title:
Telephone:	Email:
Mailing Address:	

Desired Date:	Desired Time:	Alternative Dates:
Number of Students:	Grade & Age:	Number of Adults/Chaperones:
		Total Number:

What exhibition(s) do you want to visit?	
Select One	OPTION A: 30-45 minutes (tour/discussion)
	OPTION B: 1.25 Hours (30-35 minute tour/discussion + 35-40 minute art activity)

What is the desired objective of this visit? Is there any particular area of the curriculum you would like us to emphasize, if appropriate? Are there any limitations or restrictions?

You may submit all necessary information via:

Telephone: 801-328-4201 x124 (Erin Hartley)

Complete and email form to: erin.hartley@utahmoca.org

Complete and fax form to: 801-322-4323, "ATTN: Education"

For additional information on the exhibitions, please visit our website: www.utahmoca.org

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IMPORTANT INFORMATION

Advance Booking

Tours should ideally be booked two weeks in advance, although last minute bookings are possible. Keep in mind that we typically do not schedule tours on Monday, but please call if you are unable to choose another day.

Donations Accepted

Your educational tour is offered free of charge. However, admission to the museum is a suggested \$5 per person donation. If you would like to make a donation to support the museum, you are welcome to do so at the front desk.

Group Size & Adult to Student Ratio

Depending on the day of the week of your booking, UMOCA can accommodate up to 60 students with an Adult to Student Ratio of: **10 to 1 for Guided tour, 7 to 1 for Self-Guided tour.**

Arrival & Parking

Please arrive 5 minutes before your tour time. This will allow us to store any backpacks and coats and divide into groups if necessary. If you anticipate being late, please call UMOCA at 801-328-4201. Busses may load/unload students in front of the building; however, there is no bus parking available at the museum. For cars, there is 30-minute metered parking in front of the building and 2 hour metered parking on 100 S. There is also paid parking at City Creek and at the Marriott Hotel directly across the street.

UMOCA Etiquette

Please review the following with your group before coming to UMOCA. This etiquette will ensure an enjoyable and safe visit. Chaperones will be held responsible for maintaining student behavior.

THE PLEASE DOs:

- PLEASE DO look, think and talk about the artwork.
- PLEASE DO ask a lot of questions and enjoy your UMOCA experience.
- PLEASE DO stay together as a group. In fact, chaperones and teachers must stay with students at all times, including escorting students to restrooms.
- PLEASE DO draw or write about what you see and think, but only in pencil.

THE NOs:

- NO touching the artwork. Please keep arms crossed, at your side or in your pockets, unless there are specific instructions otherwise.
- NO food or drink is permitted inside the galleries. This includes chewing gum as well as carrying food or drink inside pockets or bags. However, we do have drinking fountains.
- NO backpacks and coats. These can be placed in storage bins in the front lobby. Please encourage your students to leave these items at school or on the bus.
- NO cell phones. Please switch phones to off or vibrate.
- NO running or horseplay. Please walk with care.
- KNOW that if necessary, a member of the UMOCA staff will ask one, several or all participants to leave if the artwork or facility is at risk by prohibited behavior(s).