

# MFA HOW TO PREPARE FOR YOUR VISIT

## School Tour Program

[tours@mfa.houston.org](mailto:tours@mfa.houston.org) | 713-639-7858 | [mfa.houston.org/studentvisits](http://mfa.houston.org/studentvisits)

Thank you for booking a visit to the Museum of Fine Arts, Houston. In this packet you will find resources designed to help you, your chaperones, and your students prepare for their visit to the Museum.



# FREQUENTLY ASKED QUESTIONS

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## If I have questions before my visit, whom can I ask?

Contact the Museum at [tours@mfah.org](mailto:tours@mfah.org) or **713-639-7858**.

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## How much does my visit cost?

Guided tours are free for school groups with registration four weeks in advance. Self-guided visits are free for school groups with registration at least two weeks in advance. Admission fees apply to ticketed exhibitions.

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## How long will my visit last?

Both guided and self-guided tours are booked for one hour in the Museum within a specific timeframe, e.g., 2:00 to 3:00 p.m.

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## What if I need to cancel my visit?

In the event that you must cancel your visit, please email [tours@mfah.org](mailto:tours@mfah.org) or call **713-639-7858** as soon as possible.

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## What happens if our group is late?

If your group arrives late for a guided tour, your tour will be shortened and will finish at the originally designated time. If your group arrives more than 30 minutes late, your tour will be canceled.

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## How many chaperones should I bring?

One adult chaperone per 10 students is required. Chaperones receive free admission and must remain with their group for the entire visit. Please review and share the information regarding Museum guidelines with all chaperones before the visit.

A maximum of two chaperones per every 10 students may shadow a docent-guided group. Please avoid bringing extra chaperones.

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## Where can we eat lunch?

### CULLEN SCULPTURE GARDEN

School groups may bring sack lunches in the Cullen Sculpture Garden, located across the street from the Museum. We do not have an alternate venue for lunch in the event of inclement weather.

### MFA CAFÉ

Food and beverages are available for purchase at the MFA Café, located on the lower level of the Museum's Audrey Jones Beck Building. If you plan to dine in the café, please notify the café one week in advance. If you would like to order a box lunch for carryout, please notify the café at least three business days in advance. Email [info@mfacafe.com](mailto:info@mfacafe.com) or call **713-521-4469** for more information. No outside food is permitted in the café.

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## Can we take photographs?

Video and still photography, without flash, is permitted at the Museum of Fine Arts, Houston, solely for private, noncommercial use, and only in Museum galleries that are devoted to its permanent collections, including the Lillie and Hugh Roy Cullen Sculpture Garden. If your group is interested in taking pictures, please allow additional time for photography after your guided tour is complete.

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## Will there be time to visit the Museum Shop?

Students are welcome to visit the MFA Shop after their guided tour or at any point during their self-guided visit. Ten students accompanied by an adult chaperone may enter the shop at one time.





# WHEN YOU ARRIVE AT THE MUSEUM

## Arrival and Parking

### DELAYS

Construction is now underway on the new Nancy and Rich Kinder Building, replacing the former surface lot. We ask that you plan accordingly as traffic from construction vehicles may impact your arrival time. Thank you for your support of the Museum's School Tour Program during an exciting time for the Museum!

### CHAPERONE PARKING

Parking is now available in a new underground facility at 5101 Montrose Boulevard, just north of Bissonnet, in addition to the Museum's current parking garage at 1144 Binz. Please look for signage that will direct you to the entry off of Montrose.

### BUS DROP-OFF AND PARKING

Buses may drop off at the Caroline Wiess Law Building, located at 1001 Bissonnet Street. Buses are not permitted to park in any Museum parking lots. Overflow parking is located at Hermann Park immediately past the Mecom Fountain. See Museum campus map on right. After parking buses, drivers are permitted to return to the Museum free of charge to join their school groups for the tour. Guided tours last approximately one hour.



The Museum of Fine Arts, Houston  
The Susan and Faye S. Sarofim Campus

- Museum Buildings
- Parking Garages
- Bus Drop-Off / Parking

## Check-In

### GUIDED TOURS

Students should remain on the bus until the lead teacher has checked in with a docent or Museum staff, who will ask for the number of students and chaperones in the group. After check-in, students may exit buses and line up single file to the left of the Museum entrance. A docent or Museum staff will confirm the number of students and chaperones before dividing them evenly among available docents.

Please do not pre-divide your groups before coming to the Museum.

### SELF-GUIDED TOURS

Students should remain on the bus until the lead teacher has checked in with the guest services desk. At the desk, Museum staff will ask for the number of students and chaperones in the group and provide chaperone badges for the adults. After check-in, students may exit buses and line up single file to the right of the Museum entrance to prepare to begin the tour. If the school arrives early, they must wait for their scheduled tour time to enter.

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## Museum Guidelines

We hope that your Museum visit will be an enriching learning experience. Please help us keep everyone safe and engaged by reviewing the following guidelines with students and chaperones before your scheduled visit.

### NOTES FOR EVERYONE

- Please do not touch the works of art. Help the Museum protect the art by looking closely with your eyes but refraining from touching art in the Museum and Sculpture Garden. Please avoid leaning on cases and walls in the galleries.
- Students should remain with their chaperones at all times.
- Food, drinks, and gum are not permitted inside the Museum galleries. If your group plans to have lunch in the Cullen Sculpture Garden, please leave the lunches on the bus until your scheduled lunch time.
- Please turn off or silence cell phones during the tour.

### NOTES FOR TEACHERS AND CHAPERONES

- We recommend that backpacks, heavy coats, and umbrellas remain on the bus. Groups are welcome to check these items into the coat check areas located in the lobby if needed; however this may impact the time available for your tour.
- Please wear the Museum chaperone badges while at the Museum. You will receive a chaperone badge during check-in.
- On guided tours, students will see three to five works of art. Tours are designed for discovery and careful observation. Discussion through works of art encourages students to approach ambiguous and complex ideas, and fosters critical thinking. The Museum offers a democratic space where students and teachers can develop, practice, and articulate these habits of mind.