

CHAPERONE GUIDELINES

Please review the information below before your scheduled visit to the museum.

In advance of your visit to the Cantor Arts Center, please distribute this document to all adults who will be accompanying your group.

Below are museum guidelines and policies that apply to K-12 educators and chaperones for both Docent-led K-12 Group Visits and Self-guided K-12 group visits.

Groups must be accompanied by at least one adult chaperone or educator per 10 students. In order to make the most of your time at the museum, please assign students into groups of 10 before your arrival.

Please provide all students, educators and chaperones with nametags (first name in large print.) It is required that nametags be worn throughout your entire visit to the museum, so we strongly recommend that these be distributed and affixed prior to entry to the museum.

All backpacks, large purses or bags, packages, lunches, rain gear, and other large or unwieldy items must be left on the bus or in cars or checked at the entrance to the museum. Essential medical supplies should be placed in a bag smaller than 12"x12".

Chaperones must remain with their groups at all times and we encourage them to take an active role in helping students to observe the following behavioral guidelines:

- Do not touch the art. Visitors should not come closer than 18 inches away to any work of art.
- Do not sit or stand on platforms in the galleries or in the Rodin Sculpture Garden.
- Do not climb on platforms or sculptures in the Rodin Sculpture Garden.
- No eating, drinking, gum-chewing, excessive noise or running in the galleries.
- Speak in a normal, conversational tone.
- Do not lean on walls, pedestals, or display cases.
- Stay with your group. If you get separated from your group, please ask a security officer to contact visitor services who can assist in locating your group.
- Please comply with instructions or requests from docents, visitor services staff, security and museum staff. This is for the safety and security of the artwork and all of our visitors.

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Groups participating in docent-led visits who wish to view objects, exhibitions, or galleries in addition to those covered on their selected tour may arrange to self-guide either before or after their docent-led visit.

While sketching is allowed, and encouraged, in the galleries, all writing and drawing must be done in pencil only. It is helpful for students to have a support, for note-taking or sketching, such as a clipboard or pad of paper.

Photography is allowed for personal, non-commercial use only. No tripods or selfie-sticks are permitted in the galleries. Sometimes there are photography policy exceptions – please consult signage in the galleries or ask a security guard about the photography policy if you are unsure.

Please refrain from talking on your cell phone during your docent-led visit.

What happens if your group is running late?

If your group arrives late, your program will be shortened accordingly, finishing at the originally designated time. Groups more than thirty minutes late may be cancelled and may enter the museum during public hours for a self-guided visit.

What if you need to cancel your tour?

Please contact cantortours@stanford.edu or call 650.723.3469 as soon as possible.