



# BOOK A TOUR, PLAN YOUR VISIT

## K-12 SCHOOL AND YOUTH GROUP VISIT REGISTRATION FORM

Please submit your completed form on pages 2-3 via mail, fax, or email to:

Krista Dahl, *Museum Education Assistant*  
The Institute of Contemporary Art/Boston  
100 Northern Avenue, Boston, MA 02210

T 617-478-3178 / F 617-478-3110  
[tours@icaboston.org](mailto:tours@icaboston.org)

We do our best to accommodate all requests, but please note that submitting this form does NOT guarantee a tour and that we require a minimum of three weeks' advance notice. Booking is based on the number of guides and/or space available on your proposed day and time. You will receive a confirmation via email once availability is determined.

### CHOOSE A TOUR TYPE

**Guided Tours** are led by trained tour guides who provide social and cultural contexts for understanding contemporary art using an interactive approach to learning. Groups choose either the *Focus Tour*, highlighting one of the featured exhibitions, or the *Introduction to the ICA*. Tours last approximately one hour.

OR

**Guided Tour + Art Lab Activity:** Students explore the ICA's architecture, special exhibitions and/or the collection with a guided tour, then delve into their own hands-on investigations and problem-solving with a related art making activity in the Bank of America Art Lab. Organized around themes exploring ideas, materials and processes in contemporary art, architecture and design, these combined Tour + Art Lab programs are offered in two-hour blocks (approximately one hour gallery visit and one hour Art Lab). \*See current Art Lab Themes on our website.

OR

**Self-guided visit:** of groups of ten (10) or more students high school age and older may register to visit the museum on their own and receive the discounted group rate.

### PICK A DAY & TIME

<b>Guided Tours:</b>	10 am – 4 pm	Tue, Wed, Thu, Sat, and Sun
	10 am – 8 pm	Fri
<b>Guided Tour + Art Lab:</b>	10 am – 12 pm,	Tue, Wed, and Thu
	11 am – 1 pm, or	
	12 pm – 2 pm	
	4 – 6 pm	Thu only (for after-school groups)
<b>Guided Tour + Digital Studio:</b>	10 am – 12 pm	Wednesday, Thursday, and Friday
<b>Self-Guided Visit:</b>	10 am – 4 pm	Tues, Wed, Saturday, and Sunday
	10 am – 8 pm	Thursday and Friday

Note: School/youth groups may opt to bring their lunches and eat them outdoors on the ICA's grandstand overlooking the harbor (weather permitting).

**PREVIEW OUR CURRENT EXHIBITIONS**

Please visit our website at <http://www.icaboston.org/exhibitions/onview/> for the most up-to-date listings. We cannot guarantee access to all galleries at all times as they are sometimes closed pending new installations. We strongly recommend teachers of registered groups preview the exhibits before their scheduled visit. Please contact the Education Department at 617-478-3178 to receive a free admission pass.

**PROVIDE YOUR INFORMATION**

Group/School Name	
Mailing Address	
School Phone Number	
Type of Group/School (please circle all that apply)	Elementary / Middle / High / Private BPS / Non-BPS / Community Group
# Students (min. 10 - max. 45*)	*We can accommodate 50 if the group signs up for the Art Lab.
# Chaperones (1/10 students)	
Grade Level (please circle one)	K / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 / 11 / 12
Contact Person's Name	
Email Address	
Phone Number (office and/or cell)	
Subjects Taught (Circle all that apply)	All (Elementary) / Art / Art History / Language Arts / History / Science / Math / Foreign Language / Performing Arts / Other:
Proposed Date of Visit	
Proposed Time of Visit	
Type of Visit (please circle one)	Guided Tour / Guided Tour + Art Lab/ Self-Guided (HS groups only)
If GUIDED Tour, select ONE	<i>Introduction to the ICA / Focus Tour</i> <b>(Form continues)</b>
If Guided Tour + Art Lab, select ONE	<i>Architecture &amp; Design / Materials &amp; Process / Feature Exhibition</i>
<u>For a guided tour, please provide a CREDIT CARD to secure your reservation:*</u>	Name / Number / Exp.

\* You may also call 617-478-3178 to give your credit card information over the phone.

**LET US KNOW YOUR NEEDS**

**ALL Groups:** So that we might provide the best possible experience for your group, please take a moment to answer the following questions.

1. How will you prepare for your visit? What do your students know about contemporary art?
  
2. Have your students visited many art museums prior to the ICA? Have any of your students visited our museum before?

**If scheduling for a Guided Tour + ART LAB, please also answer:**

1. Does your visit to the ICA and/or participation in the art making in the Art Lab connect to your school's curriculum?
  
2. Are your students currently enrolled in an art or art history course? How much art making experience do your students have?

Please note any special requests in the space below (e.g. assistance for students with special needs) or you can contact us via email at [tours@icaboston.org](mailto:tours@icaboston.org) or by phone at 617-478-3178.

Please submit the completed pp. 3-4 to [tours@icaboston.org](mailto:tours@icaboston.org) or to Krista Dahl (details p. 1)

**REVIEW OUR RATES & PAYMENT INFORMATION**

	ADMISSION PER PERSON	ART LAB PER STUDENT	TOUR GUIDE
BOSTON PUBLIC SCHOOLS (K–12)	FREE	\$2	FREE
NON-BPS SCHOOLS (K–12)	FREE	\$5	\$ 25 per 10 students (depending on age)

Payment is due in full upon arrival. To qualify for group rates, groups must schedule in advance using the Group Visit Registration Form and arrive and pay at the ICA together as a group. Cash, credit cards and checks made payable to the Institute of Contemporary Art are all acceptable forms of payment. Please note: A \$25 cancellation fee will be assessed to groups that cancel less than 48 hours prior to their scheduled appointment time.

***PLAN YOUR VISIT***

**TO DO BEFORE YOUR SCHEDULED VISIT:**

**REVIEW THE GROUP GUIDELINES AND PROCEDURES**

In order to ensure that you receive the best possible museum experience, please review the following Guidelines and Procedures and share them with your group prior to your arrival.

- 1) Considerate behavior is expected of all visitors. Group leaders are responsible for the behavior of their groups at all times.
- 2) Any group or individual whose behavior is disruptive may be asked to leave.
- 3) No shouting, running or unruly conduct.
- 4) You must comply with the directions of all ICA personnel particularly: Visitor Assistants, Security Personnel, and Tour Guides.
- 5) One (1) adult chaperone per each ten (10) students is required of all school/youth groups. Chaperones must carefully monitor their students at all times.
- 6) No food or drink of any kind is permitted in the galleries.
- 7) Large bags, backpacks, and umbrellas must be checked at coat-check.
- 8) No personal cell phone conversations are to be conducted in any gallery where art is displayed. It is permissible in both the Lobby and Founders Gallery.
- 9) No photography of artwork is permitted.
- 10) No pens or magic markers are permitted in the galleries. Pencils may be used and can be requested from the admissions desk.
- 11) Respect the taped lines and stanchions and look for them to maintain a distance of at least one foot from the artworks, and not to gesture too closely.

- 12) Please do not touch the art. Assume that you cannot touch an exhibit, unless specifically invited to by the artist.

These rules are in place to assure the safety of the art objects as well as the general public. The ICA thanks you in advance for your cooperation.

**DIRECTIONS**

The ICA is located at 100 Northern Avenue on Boston’s waterfront, adjacent to Anthony’s Pier 4 restaurant. It is a short walk from downtown and easily accessible by public transportation. There is affordable parking in the area, but fewer spots may be available in lots immediately adjacent to the ICA after 5 pm. There is some on-street parking. Buses may drop off groups directly at the ICA entrance and then move to park on Northern Avenue. The roadway directly in front of the ICA entrance is a fire zone; cars and buses may not park there.

Please refer to our website at <http://www.icaboston.org/visit/directions-and-parking/> for driving directions and public transportation information.

**TO DO DURING YOUR VISIT:**

**CHECK-IN AT THE ADMISSIONS DESK**

Please plan to arrive a few minutes early to allow time to check in, visit the restroom, and check oversized bags and coats, etc. The Group Leader must check in at the admissions desk. Visitor Services will have your booking information on hand and settle any payment issues, answer any questions you may have, and provide museum signifiers for the chaperones or leaders to wear while visiting the galleries. If you have registered for a Guided Tour, your guide will greet your group in the lobby directly following your check-in.

**TAKE NOTE**

<b>Personal Items:</b>	Food and drink are prohibited in the galleries. This includes gum, candy, and bottled water. Please check all personal belongings such as coats, umbrellas, oversized bags and backpacks at coat-check. School groups may request a bin be provided to keep group belongings together.
<b>Photography:</b>	Photography is <u>not</u> permitted in any of the galleries where art is displayed. It is permissible to take photographs in the Mediatheque, Founders Gallery, and Lobby of the ICA.
<b>Sketching:</b>	Students may bring their sketchbooks to sketch in the galleries but must use pencils. Pencils are available at the admissions desk by request.
<b>Dining:</b>	Groups wishing to eat in the Wolfgang Puck Water Café must contact the Café directly at 617-478-3292 to make arrangements. Please do not visit the Café as a large group without notifying them in advance of your arrival.  School/youth groups may opt to bring their lunches and eat them outdoors on the ICA’s grandstand overlooking the harbor (good weather permitting).
<b>Cancellations:</b>	If you need to cancel or change the date of your visit, please notify us at least two weeks in advance. <u>Cancellations made less than 48 hours prior to your scheduled appointment will result in a late cancellation fee of \$25.</u>