Before Your Visit

Payment:

- A non-refundable \$65 deposit is required at time of booking.
- Payment must be received no later than three weeks before your visit. If payment is not received, your tour may
 be cancelled.
- Purchased tickets are non-refundable and cannot be exchanged.
- If you must cancel, please contact 404-733-4468 at least one week prior to your visit.

NOTE: Workshops and tours are scheduled especially for your group. Teaching Artists and Docents come to the Museum just for you! Giving advanced notice on cancellations or changes is very important to the success of your visit.

Chaperones:

- Audio and docent-guided tours require one chaperone per every seven students. Additional chaperones will be charged a discounted rate of \$16.50 each.
- Each chaperone must read and sign the chaperone contract.
- Chaperones must stay with students at all times.

Upon Arrival

Check-in:

- Please arrive at least 15 minutes before your scheduled visit.
- Please have one teacher check in at the front desk of the Stent Wing, located at the Peachtree Street entrance.

Bus Parking:

- Buses may unload on Peachtree Street directly in front of the Museum (unloading only, no parking).
- Please refer to the bus parking map for designated parking areas.
- Buses may not idle in the 16th Street parking area.

Lunches:

- All sack lunches must be packed together in boxes or coolers. You may leave them on your bus or have them held in our package check area.
- The Museum has plenty of space to eat outdoors. In the case of inclement weather, limited indoor dining space is available on a first-come, first-served basis.
- The High Café cannot accommodate school groups.

Museum Manners

When you visit the Museum, please:

- Do not touch the art, and always stand at least an arm's length away from it.
- Use quiet, inside voices.
- Turn off cell phones and MP3 players.
- Leave bags, backpacks, large purses, and coats on the bus.
- Walk, don't run.
- Use pencils, not pens.
- Drinking or eating in the galleries is not allowed.
- Wear your Museum admission sticker at all times in a place where it is clearly visible.