



## Before Your Visit

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### Payment:

- 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 the group sales department at 404-733-4468 at least one week prior to 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

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### 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 16<sup>th</sup> 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. If you need to purchase lunches, please call 404-733-5361 at least 72 hours in advance to make reservations.

## Museum Manners

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### 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.
- Do not take photographs in special exhibitions.
- Do not eat or drink. This includes gum and candy.
- Wear your Museum admission sticker at all times in a place where it is clearly visible.
- Arrange a restroom stop prior to your arrival.