

Thank you for agreeing to chaperone!

You play a key role in making the experience fun and educational. The information below will help you prepare for your visit.

Planning Ahead

- Teachers should review the tour confirmation email for accuracy and notify [Cathy Bretz](#) of any changes.
- DOMA is happy to offer FREE tours! Visits like yours are supported through donations. Consider donating to the museum by simply bringing a check made out to the “David Owsley Museum of Art” with the DOMA fund #702 written in the memo. We greatly appreciate your interest in [supporting the museum](#).
- Encourage students to leave backpacks on the bus or at school. There is limited backpack storage space at the museum.
- Restroom facilities are limited; please encourage students to take a restroom break before traveling to the museum. Restrooms are on the second floor near the museum entrance and at the west end of the third floor. Additional restrooms are centrally located near the vending machines on the first floor.
- We request at least one adult for every 10 students in grades K–12, and one adult for every 5 preschool students.
- Large groups are often divided for guided tours. Your tour confirmation should indicate the number of small groups that will be needed. **Teachers should determine how students will be divided in advance.**
- Student name tags are much appreciated and allow docents to address students by name.
- Designate a lead teacher or chaperone who will check in with the guard at the museum entrance and then meet with the docents/tour guides upon arrival.

Lunch Facilities

- Limited bag-lunch facilities are available. Reservations are subject to availability and must be made in advance by contacting [Cathy Bretz](#).
- When weather permits, groups are welcome to eat outside on the Quad, the large green space adjacent to DOMA’s south entrance.
- For groups wishing to purchase meals, two food courts are in easy walking distance (5–10 minutes) of the museum: The [Atrium](#) in the Art and Journalism Building and the [Tally](#) in the Student Center.

Accessibility

- Elevators are available and service animals are welcome. Advance notice is requested to reserve an accessibility service such as sign language interpretation or blind/low vision tours.
- If someone in your group requires elevator access or special accommodations, please note this in the *special instructions* section of the group visit request form or notify [Cathy Bretz](#) at least 2 weeks in advance.

Arrival

- School buses may drop off students in the pull-off area near the Riverside Avenue entrance to the Fine Arts Building. Bus parking is available [directly south of the Pittenger Student Center, along College Avenue \(near the Student Center Parking Garage\)](#). For more information, please contact [Parking Services](#).
- Plan to arrive at the David Owsley Museum of Art at least 5 minutes before your scheduled tour time. Any group arriving later might forfeit the opportunity for a guided tour. Please call 765-285-5242 if you encounter an unexpected delay.
- Ball State classrooms are located on the first floor of the Fine Arts Building. Please be mindful that classes are often in session during normal museum hours.
- Check in with the guard at the museum entrance upon arrival.
- After checking in, coats, backpacks, and other items prohibited in the galleries, should be placed in the coatroom near the guard desk at the south entrance.
- Unless other instructions were provided, gather your group in the Sculpture Court, where you will meet your docent(s).

During your visit

- Museum educators depend on and appreciate your ability to manage the class.
- Encourage student enthusiasm and participation.
- Make sure your group stays together.
- Plan to stay with your group unless asked to help with a student.
- Please note that museum staff **cannot** assist with accompanying students to the restrooms.
- Pay attention to the docent and listen for instructions about how you can be helpful.
- Keep an eye on ALL children—not just the ones you know.
- Please silence your cell phones and put them away during the tour so you can help with your students.
- All adults and students should remember the [Museum Rules](#):
 - For safety, and to preserve the collection, we ask all visitors to not touch or lean against works of art and display cases in the galleries.
 - Coats, backpacks, and umbrellas must be placed in the coatroom.
 - No drinking, eating, or chewing gum during the museum visit.
 - Clipboards and pencils for writing and sketching will be provided as needed. Pens and markers are not to be used in the galleries.
 - Non-flash photography, for personal use, is permitted in the galleries with the exception of the special exhibition areas. Consult a docent or museum guard for more information.
- Throughout your visit, please enforce the museum's rules and quietly address misbehaving students.
- If a student refuses to follow the guidelines or is otherwise disruptive, we will ask a teacher or chaperone to stay with the student near the museum entrance until the tour is completed.
- Thank you for your commitment and care in chaperoning your students.

After your Visit

- Share your visit by tagging @domaatbsu on Facebook, Twitter, and Instagram!
- Your feedback is important. Let us know about your experience by completing and submitting a 5–10 minute [online survey](https://bsu.qualtrics.com/jfe/form/SV_4VL4q33Hr4FQVvv) (https://bsu.qualtrics.com/jfe/form/SV_4VL4q33Hr4FQVvv).