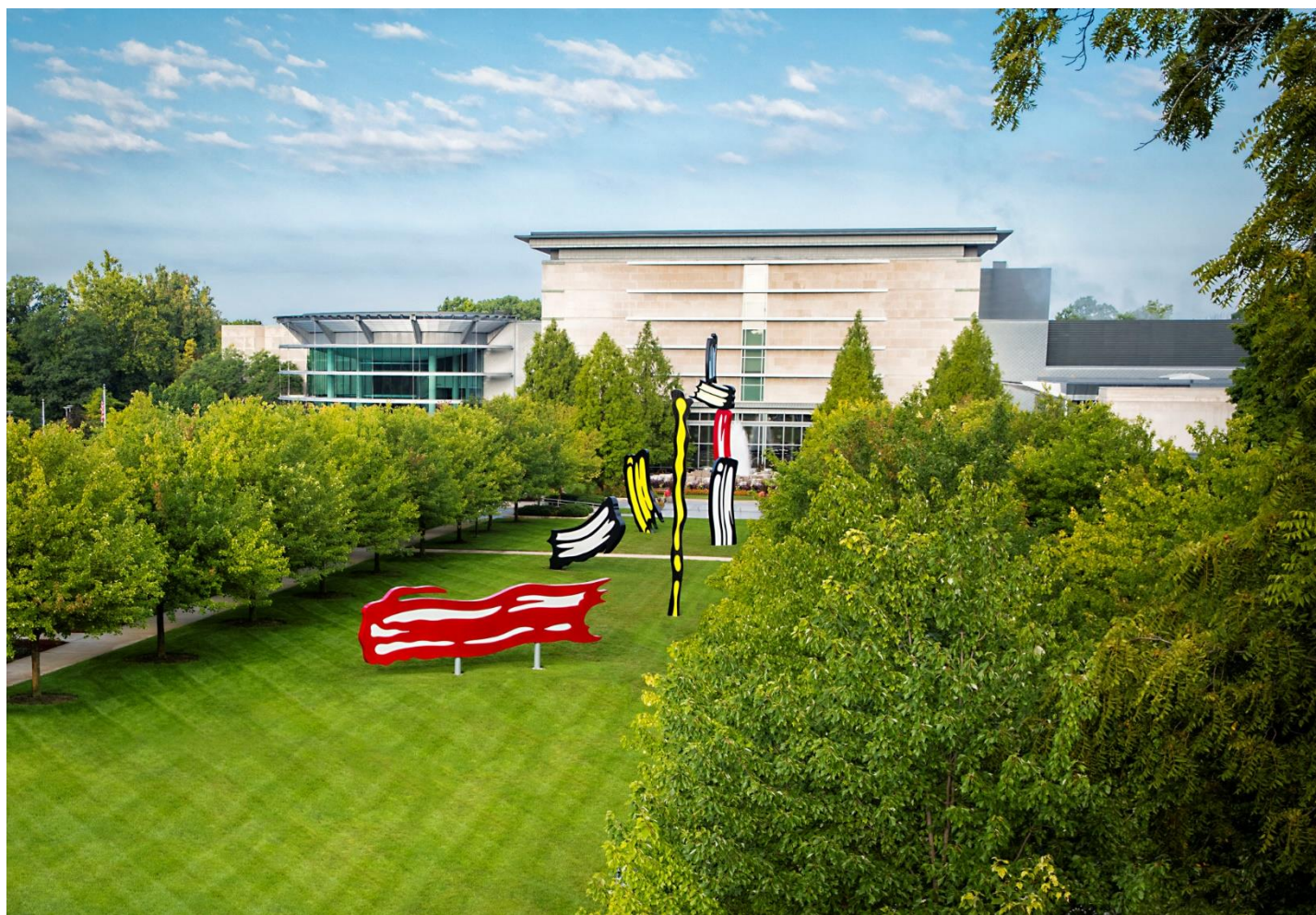




NEWFIELDS VOLUNTEER HANDBOOK

Updated September 2022



Roy Lichtenstein (American, 1923–1997), *Five Brushstrokes*, designed 1983–1984, fabricated 2012, painted aluminum, various dimensions. Indianapolis Museum of Art at Newfields, Robert L. and Marjorie J. Mann Fund, Partial Gift of the Roy Lichtenstein Foundation, 2013.443A-E.4

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WELCOME

This Volunteer Handbook was designed to summarize many of the policies and procedures and to acquaint you with the benefits and guidelines of volunteering at Newfields. The Volunteerism Management Team is responsible for administering all policies covered in this handbook and can provide any further information or clarification needed upon request. You are encouraged to reach out to the team with feedback and questions.

Newfields reserves the right to modify, rescind, delete or add to the provisions of this handbook at any time. We will attempt to provide you with notification of changes in a timely manner. This handbook applies to those who volunteer their time and are not employees (except for board members and trustees unless they are volunteering in addition to their board member or trustee roles).

NEWFIELDS MISSION

To enrich lives through exceptional experiences with art and nature.

NEWFIELDS VALUES

Stewardship Inclusivity Service Excellence

NEWFIELDS COMMITMENT TO DIVERSITY, EQUITY, INCLUSION & ACCESS

Newfields is committed to being an empathetic, multicultural, and anti-racist institution that embraces diversity, equity, inclusion, and access (DEIA) as a central and foundational part of our culture, purpose, and mission. Visit discovernewfields.org/together to see the complete Action Plan and monitor our progress.

VOLUNTEER SERVICES CORE OBJECTIVES

- Newfields is dedicated to providing meaningful volunteer opportunities that support both individuals and Newfields.
- Recruit, train, activate, and retain exceptional volunteers throughout the year to assist Newfields staff in providing exceptional experiences with art and nature to our guests and community.
- Create long lasting relationships between volunteers, staff, and guests.
- Newfields welcomes opportunities for volunteers to engage with the institution in a meaningful way that inspires a desire to contribute further.

NEWFIELDS VOLUNTEER VALUES

Appreciation

Excellence

Knowledge

Service

Dependability

REASONS TO VOLUNTEER

- Support art and nature
- Enjoy your hobbies
- Build your resume
- Meet new people
- Stay active in the community
- Be a part of a team
- Feel appreciated by the institution
- Get a first look and behind-the-scenes pass to special events
- Be a part of an ever-growing and changing non-profit

TRAITS OF A GREAT VOLUNTEER

- Positive
- Patient
- Flexible
- Great with guests of all ages
- Possess exceptional guest service skills
- Knowledgeable about the institution, campus, and its assets
- Smile and project a warm, helpful aura
- Works well in a team with others
- Welcome change
- LOVE NEWFIELDS!

VOLUNTEER BENEFITS

- Specialized training and other learning opportunities
- Explore Newfields for free on days you volunteer, before or after your shift
- Recognition for volunteers at the annual appreciation event
- Access to exclusive tours, programs, and events designed for volunteers only
- Merchandise created especially for volunteers
- To receive even more benefits, become a member! Volunteers get a 20% discount on Solo, Duo, Family, Host and Explorer Memberships. Newfields Membership comes with these additional benefits:
 - 10% discount at The Cafe and The Museum & Garden Shop
 - Free General Admission all year long
 - Discounts and first access to tickets for popular events including Summer Nights, *Winterlights*, *Harvest Nights*, and *THE LUME Indianapolis*
 - Invitations to exhibition openings, member-exclusive talks, and classes

VOLUNTEER TRAINING OPPORTUNITIES

As a volunteer for Newfields, you will be provided with the training and onboarding you need to succeed in your role. Depending on your role, you may be asked to participate in one or more of the following sessions before you get started:

1. PHONE CONVERSATION

Speak with a Lead Volunteer. This is a chance for you to ask questions from a current volunteer and determine if volunteering at Newfields is right for you.

2. GROUP ORIENTATION

If you decide Newfields is a good fit, you will be able to join in a volunteer orientation where you will learn more about the policies and procedures associated with volunteering at Newfields.

3. SEASONAL PREVIEW & TRAINING SESSIONS

These sessions are a great way for volunteers to get up to speed on Newfields' seasonal initiatives and major exhibitions as well as developments within the volunteer program. These sessions also provide an opportunity to mix and mingle with other volunteers.

4. ONLINE RECORDED TRAINING

If you can't make a session in person, you will be able to watch a recorded meeting online.

5. SPECIAL EXHIBITION & INSTALLATION TOURS

Informative tours led by experts at Newfields. These include exhibition tours, garden tours, historical tours and more.

6. LEAD VOLUNTEER TRAINING & MENTORSHIP

These volunteers are integral to the success of our volunteer program. If you are interested in becoming a Lead Volunteer, this session will help inform your position. Lead Volunteers mentor new volunteers as well as assist active volunteers by being available and accessible during shifts.

VOLUNTEER POLICIES AND PROCEDURES

1. GUEST SERVICE PHILOSOPHY

Newfields is committed to ensuring that everyone who visits our campus has a positive, engaging and memorable experience. Likewise, Newfields is dedicated to creating an environment where each person is treated with respect and dignity. In support of this institutional commitment, each of us is expected to have a service-minded attitude where we find solutions to problems and help people in any way we can. Always keeping in mind that great service is defined uniquely by each person we encounter.

2. ATTENDANCE

Volunteers must record their volunteer hours using the volunteer management system. Accurately recording the hours volunteered is essential for us to keep a record of your contribution to the institution. Volunteers are required to sign in each time they volunteer and to sign out at the end of each volunteer shift. All hours are input directly into a database and are available to volunteers upon request. Letters of reference and recommendation may also be available for volunteers who have been involved for at least six months and have completed a minimum of 45 hours of service.

3. DEPENDABILITY

The success of the volunteer program relies on the presence and enthusiasm of dedicated volunteers. If you are absent for a scheduled shift, it can impact other volunteers and guest experience. If you will miss a shift, please do your best to give your volunteer representative 48-hour notice. We understand that sometimes things come up, so if 48 hours is not possible, please let us know as soon as possible. Multiple and/or frequent absences may result in loss of volunteer opportunities.

7. ENTRANCE FOR VOLUNTEERS

Please use any Newfields entrance and open parking space. Accessible entrances are marked as such. Volunteers are welcome to enter through the Staff Only door in the parking garage as well as the clearly marked visitor entries. Any questions about access can be addressed to a member of the Volunteer Management team.

8. WHAT TO WEAR

Volunteers should be easily identifiable to guests. All volunteers must wear their Newfields issued badge in a visible location during their volunteer shift. Volunteers are expected to exercise good judgment and dress appropriately for their position.

For most day-to-day volunteer opportunities, the Newfields volunteer shirt or casual clothing is the recommended attire. Each department will inform their volunteers of appropriate wear for their shift. Additional information regarding task specific clothing requirements will be communicated in the shift opportunity posting or by a member of the team in advance of a volunteer shift. Receptions and private events typically require business casual attire, and volunteers will be notified if they should dress in this manner for a special event. Ultimately, these are tools that can help the guests identify that you are someone that can help them.

ORGANIZATION POLICIES AND PROCEDURES

1. NON-HARASSMENT

Newfields is committed to maintaining a positive environment for all. In part, this means that no one should be subjected to harassment based on any protected criteria by another staff member, volunteer, guest, or vendor. Harassment includes, but is not limited to slurs, epithets, threats, physical abuse, intimidation, derogatory comments, and unwelcome teasing or joking based on any protected criteria, such as age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, gender identity, or disability.

If you perceive that you are being harassed based on any protected criteria or become aware of another person who perceives that he or she is being harassed based on any protected criteria, immediately report the situation to a Volunteer Manager, the Director of Human Resources, the Chief People Officer, the Senior Director for Guest Experience and Volunteerism, The Melvin and Bren Simon Director of the Indianapolis Museum of Art, Ruth Lilly Director of the Garden and Fairbanks Park or The President and CEO of Newfields. Generally, reports of alleged harassment will be referred to the Director of Human Resources so that an investigation can be conducted promptly. Retaliation against any person presenting a legitimate complaint of harassment or perceived harassment is never acceptable, and will result in appropriate action.

2. BACKGROUND AND REFERENCE CHECKS

Newfields reserves the right to complete background checks on all prospective volunteers. All volunteers over the age of 18 are subject to a review of criminal conviction records. Additional

checks may include professional references, verification of driver's license (where having a valid license is a requirement of the volunteer opportunity), pre- engagement drug screen, and verification of educational credentials.

3. EQUAL VOLUNTEERING OPPORTUNITY

Newfields provides equal volunteering opportunity for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, gender identity, or disability that does not prohibit performance of essential required functions. All matters relating to volunteering are based upon ability to perform the volunteer task, as well as dependability and reliability.

4. CONFIDENTIALITY

In the course of performing your volunteer role, you may gain access to confidential information, such as employee, volunteer, or donor records, Newfields finances, operational strategies or other non-public information. Everyone is responsible for ensuring that confidential and non-public information is treated accordingly and shared only with those who have a legitimate business need to know.

5. NON-SOLICITATION AND NON-DISTRIBUTION GUIDELINES

Volunteers may not solicit other volunteers or employees at Newfields. Neither may volunteers distribute non-Newfields sponsored literature while on campus.

6. CHILDREN

Children will not be allowed to accompany a volunteer to their scheduled shift.

If child-care arrangements are canceled and there is a choice of either bringing the child/children or not coming in, the volunteer should not come in.

7. CODE OF ETHICS

The Code of Ethics applies to volunteers, including the responsibility to uphold its mission, which follows:

To enrich lives through exceptional experiences with art and nature Governors, staff and volunteers have the responsibility to avoid situations where the interests of Newfields might be compromised by their actions and to conduct the affairs of Newfields through decisions that are both ethical and in accordance with legal standards.

Governors, employees and volunteers

Governors, employees, and volunteers have the following responsibilities to the organization and its constituencies:

- To place the collective needs of Newfields above those of any single function, department, project or individual.
- To work or volunteer legally and ethically, understanding that local, state and federal laws, as well as professional codes of conduct or standards relating to individual areas of expertise, represent minimum standards for conduct.
- To preserve confidentiality and all privileged information, ensuring that nonpublic information is not disclosed to those outside the Newfields family, that private lists and records remain private, and that operational strategies of a confidential nature are not publicly shared. This duty also extends to the handling of nonpublic information within the Newfields family. Each individual is accountable for ensuring that, where necessary and appropriate, information reasonably considered confidential or privileged (e.g., personnel records) remains so.
- To maintain proper decorum, objectivity, integrity and professionalism when interacting with others and the general public, thereby fostering an environment of mutual respect.
- To display traits of good citizenship within the broader community served. Volunteers must realize that, in the eyes of the public, they are never totally separate from Newfields or its reputation (even though volunteers do not formally represent Newfields in any capacity).
- To promote diversity within Newfields and display respect for cultural and national diversity both within and beyond the confines of Newfields.

In addition, volunteers have the duty to avoid any real or perceived conflicts of interest with Newfields. A conflict of interest would result if there is direct or indirect personal gain, potential for personal gain, or appearance of personal gain for a staff member, volunteer or member of the person's immediate family as a result of a transaction by or with Newfields. Should such a situation exist, the volunteer should immediately notify the President of Newfields and disclose relevant facts. Examples of potential conflicts of interest include:

- Taking advantage of one's Newfields affiliation to promote personal collecting activities or personal gain.
- Using Newfields' materials, supplies or physical resources without authorization.
- Directly or indirectly purchasing a work of art that is being deaccessioned by Newfields.

- Accepting gifts or personal favors from suppliers, contractors, dealers, major collectors, or other businesses with whom Newfields has or may have business transactions. Excluded are gifts of nominal value that would not reasonably be viewed as influencing a current or prospective transaction. Newfields recognizes that personal relationships, separate and distinct from business relationships, may exist that warrant a situational exclusion of certain gifts from this policy. Requests for exceptions must be disclosed to and approved by the President.

8. Standards of Conduct

Newfields is committed to maintaining a high level of professionalism, safety and integrity in its internal operations, in its staff and volunteer interactions, in its dealings with guests and patrons, and in its involvement with the community. As a result, it is expected that each volunteer will comply with certain standards of personal and professional conduct. Conduct that could negatively affect operations, discredit the institution, or offend visitors, employees, other volunteers or the general public will not be tolerated. In addition, certain types of off-duty conduct may reflect poorly upon a volunteer's character and thereby influence their standing as a Newfields Volunteer. Volunteers who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to removal from the volunteer program. Although no list can be all-inclusive and anticipate every circumstance, the following is intended to provide non-exclusive examples of unacceptable behavior that will lead to disciplinary action, up to and including termination of volunteer service:

- Failure or refusal to promptly carry out directives or instructions of any Newfields representative.
- Provoking or engaging in a fight while volunteering, or threatening physical harm toward a staff member, visitor, another volunteer, or supplier. Directing profane, abusive, insulting or threatening language at a staff member, visitor, another volunteer or supplier.
- Destruction, damage or abuse of Newfields property or the property of another volunteer or employee.
- Theft of Newfields property or the property of another volunteer or employee, or the unauthorized use or possession of any such property.
- Possession or use of explosives, firearms, or other dangerous weapons while on Newfields property is not allowed except as authorized by management and/or in accordance with State and Federal law.
- Using, possessing, selling, distributing or being under the influence of alcoholic beverages, illegal drugs or criminally controlled substances while volunteering. (Excluded is social consumption of alcoholic beverages when attending Newfields-sponsored events where alcohol is served.)

- Commission of any criminal offense while volunteering, or commission of any criminal offense that might adversely affect the volunteer's service, relationships, or the institution's reputation.
- Misrepresentation, dishonesty, or omission of material facts on a volunteer application or any other document used to secure or retain a volunteer position with Newfields.
- Creating disharmony among other volunteers or employees...
- Failure to observe safety and/or security rules, regulations or procedures, or otherwise engaging in unsafe conduct. Unauthorized entry into a designated "limited access" area.

9. Social Media Policy

Newfields understands that social media can be a powerful marketing, communication, and personal tool. Newfields also understands that social media can be a fun and rewarding way to share life events and personal opinions with family, friends, and colleagues. However, use of social media also presents certain risks and carries with it certain responsibilities.

As a volunteer, your social media posts have the potential to impact Newfields. Therefore, while social media has become an everyday part of many peoples lives, its judicious use is important. The following guidelines are designed to encourage responsible social media use.

GENERAL GUIDELINES

Social media is a broad term for websites that integrate technology, social interaction, content creation, and dissemination, including but not limited to wikis, blogs, photograph and video sharing, podcasts, and social networking sites. Social media platforms may include, but are not limited to blogs, Facebook, Instagram, Twitter, YouTube, TikTok, Snapchat, Tumblr, Pinterest, and Flickr, and many others. Any online activity that adversely affects your ability to volunteer, the performance of employees and fellow volunteers or otherwise adversely affects members, customers, vendors, employees, or Newfields' reputation may result in removing someone from the volunteer program.

INTELLECTUAL PROPERTY AND RIGHTS OF PRIVACY AND PUBLICITY

All content shared on social media platforms, including text, photographs, and videos, contains intellectual property rights. Posts and comments that utilize an image or video should include caption, credit, and copyright information when possible and in accordance with approved licensing agreements where applicable. Content on social media platforms is subject to all laws and regulations governing copyright and the utilization of fair use.

Furthermore, content shared on social media platforms that contains an individual's name, likeness, or otherwise identifiable information may implicate rights of privacy or publicity. Posts and comments that contain this type of information should seek permission from the individual

to ensure approval prior to using or referencing their name, likeness, handle, etc. and only be used in accordance with completed releases where applicable.

MISCELLANEOUS ADDITIONAL PROCEDURES

1. CORRECTIVE ACTION PROCESS

Newfields reserves the right to remove a volunteer from the program at any time. However, the Volunteer Management team may provide verbal counseling and/or a written warning prior where it deems necessary.

2. VOLUNTEER EMERITUS

Volunteer Emeritus is an honorary status that may be bestowed on a volunteer upon resignation from the volunteer program. Criteria to be considered include:

- Minimum of 10 years of continuous service (health or extenuating circumstances may be considered)
- Quality of service
- Extent of contribution to Newfields
- Recommendation for emeritus status by supervisor

Any volunteer may resign and request emeritus status consideration when he/she meets the length of service requirement of ten continuous years of service. Emeritus status requests will be reviewed and considered by the Volunteerism Department that may request input from the staff supervisor of the volunteer as well as additional staff.

When a volunteer resigns with emeritus status, all museum property, including identification badge, must be returned to the Volunteerism Department on the volunteer's last day.

3. RESIGNATION

If you decide to cease your volunteer relationship with Newfields, please contact a member of the Volunteer Management team.

WELCOME TO VOLUNTEERISM AT NEWFIELDS!

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of the Newfields Volunteer Handbook and understand that it is my responsibility to familiarize myself with its contents. I further understand that I am a volunteer, and not an employee, without expectation of compensation for services, nor am I a representative of Newfields.

As a volunteer, I recognize that either Newfields or I may stop our relationship at any time for any reason without advance notice.

Volunteer Signature

Date

Volunteer Name (Printed)

Date

A BRIEF OVERVIEW OF NEWFIELDS FOR VOLUNTEERS

ABOUT NEWFIELDS

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park, one of the largest art and nature parks in the country. The Newfields campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation’s most highly regarded examples of mid-century Modernist architecture.

For more information visit [DiscoverNewfields.org](https://discovernewfields.org).

Newfields hours vary seasonally, for current hours visit [DiscoverNewfields.org](https://discovernewfields.org).

ADMISSION & MEMBERSHIP

For admission prices and hours, visit: discovernewfields.org/visit

For membership information, visit: discovernewfields.org/join

INDIANAPOLIS MUSEUM OF ART AT NEWFIELDS

The Indianapolis Museum of Art (IMA) is the ninth oldest and eighth largest encyclopedic art museum in the United States. The permanent collection comprises over 50,000 works, including African, American, Asian, and European pieces. Significant areas of the collection include: Neo-Impressionist paintings: Japanese paintings of the Edo period: Chinese ceramics and bronzes; paintings, sculptures, and prints by Paul Gauguin and the Pont-Aven School; a large number of works by J. M. W. Turner; and a growing contemporary art collection. Other areas of emphasis include textiles and fashion arts as well as a focus on modern design. The Indianapolis Museum of Art is home to the one-of-a-kind immersive and multi-sensory experience, *THE LUME Indianapolis*, and a rotating lineup of world-class temporary exhibitions.

THE GARDEN

Immerse yourself in 52-acres of beauty. Each garden area serves as a gallery for the living collection of blossoming flowers, lush foliage, and towering trees at Newfields—many of them historical and all of them beautiful, changing from month to month. You’re welcome to stroll them quietly alone or chatting with friends and a drink in your hand, any time we’re open.

The Garden is home to some of Newfields most beloved seasonal events including *Winterlights*, *Harvest Nights*, and *Spring Blooms*.

There's nature, there's art, and there's history around every turn. Definitely a more-than-one-visit (in more-than-one- season) sort of experience to capture the feeling of it all.

OLDFIELDS-LILLY HOUSE & GARDENS

At the heart of Oldfields-Lilly House & Gardens is Lilly House, the restored 22-room mansion that was once the home of J.K. Lilly Jr., the late Indianapolis businessman, collector, and philanthropist. Nearly 90 percent of the furnishings and decorative arts objects featured belonged to the Lilly family and were used in the home.

The upper level of Lilly House offers expansive views of Oldfields' magnificent landscape and gardens, which were designed in the 1920s by Percival Gallagher of the famous landscape architecture firm Olmsted Brothers, which also designed Central Park in New York and Lincoln Park in Chicago. The second floor occasionally hosts feature exhibits. Lilly House was designated a National Historic Landmark in 2003.

THE MADELINE F. ELDER GREENHOUSE

As part of the Oldfields estate, the Elder Greenhouse originally provided plants and produce to the residents. The first glasshouses were built in the 1920s and the present structures were constructed in the late 1940s. Fully renovated, the Greenhouse is open year-round; guests may explore while learning from knowledgeable staff and volunteers. Workshops, special exhibitions, and horticultural programming are available throughout the year.

SHOP & EAT AT NEWFIELDS

THE MUSEUM & GARDEN SHOP

Looking for the perfect gift or item to remember your trip to Newfields? Visit The Museum & Garden Shop, located inside the IMA, for a unique selection of jewelry, glass, textiles, books, stationery, plants, and gift items, many featuring reproductions from the IMA's art collection.

THE CAFÉ

The Café, located inside the Indianapolis Museum of Art, is a stylish, comfortable retreat serving contemporary fare. The Cafe is ideal for a quick lunch or a leisurely meal with the family with options like hand-crafted soups, seasonal salads, and artisan sandwiches. Indoor and outdoor seating available.

GARDEN TERRACE

Located in the heart of The Garden, Garden Terrace is the new home and name of the beer garden. Now with a bigger and better food and beverage selection, more seating, and more

ambiance than ever. The family-friendly atmosphere and menu welcome guests young and old to enjoy culinary delights in a truly special setting. The beverage menu, curated by Certified Cicerone, Lindsay Jo Whirley, features a selection we are calling Indy & Imports, with favorite local beers and hard-to-find options from Belgium, Germany and beyond. The sustainability-minded menu has something for everyone, from Thai Summer Rolls and 15-inch veggie and fruit skewers to giant pretzels and locally sourced meats and cheeses. Kiddos and kids at heart will love strawberry lemonade popsicles and root beer floats served in a take-home mug.

The space features access to a full kitchen and a state-of-the-art draft system designed to offer guests the highest quality beverages while continuing to put sustainability first. Garden Terrace is a Level 1 Certified Green Kitchen.

PERFORMANCE & EVENT SPACES

- *The Toby* - was declared “best screening room in Indianapolis” in a poll by Indianapolis Monthly magazine, thanks to its 35mm surround sound and imaginative programming. But it’s much more than movies—530 seats and a balcony means there’s room to relax and enjoy all sorts of performances, lectures, meetings, or whatever the person standing on the stage has attracted an audience to witness.
- *The Amphitheater*- It’s Newfields’ backyard—a giant, terraced, open-air community space for performances including one of our most popular annual rites, The National Bank of Indianapolis Summer Nights Film Series.
- *DeBoest Lecture Hall* - A lecture is prelude to discussion—as our community continues to explore issues of all sorts, we are eager to provide a space for “the back-and-forth” to begin, in this 168- seat theater.
- *Randolf H. Deer-Special Events Pavilion* - Two-story windows filled with views of the Sutphin Fountain and surrounding gardens make every event held in this private enclosed pavilion a memorable experience. It’s large enough to accommodate dancing, dining, and large numbers of people in the mood to celebrate.

THE VIRGINIA B. FAIRBANKS ART & NATURE PARK

The Virginia B. Fairbanks Art & Nature Park is a 100-acre site-specific contemporary art and nature park nestled between the Central Canal and the White River, just a few miles northeast of downtown Indianapolis. Fairbanks Park is home to nearly five miles of hiking trails, ever-evolving contemporary art works, and Indiana’s largest native pollinator meadow. Fairbanks Park is the perfect place to enjoy art and nature simultaneously.

MILLER HOUSE AND GARDEN

It’s one of the jewels set into the famous architectural destination of Columbus, Indiana—owned and cared for by Newfields.

Here's an opportunity to experience one of the finest expressions of American modernism, an integration of house and landscape that draws upon historical precedents without repeating them, enfolding them in a compelling composition of forms and spaces that captures the genius of its designers, the aspirations of its owners, and the spirit of their time.

Commissioned by industrialist and philanthropist J. Irwin Miller and his wife Xenia Simons Miller in 1953, Miller House is a nationally acclaimed example of international Modernist residential architecture—a stunning home with an open and flowing layout, flat roof and stone and glass walls. The rooms are filled with textiles that feature strong colors and playful patterns. Amid the residence's large geometric gardens, its grandest feature is an allee of honey locust trees that runs along the west side of the house. In 2000, the Miller House became the first National Historic Landmark to receive its designation while one of its designers, Dan Kiley, was still living, while still occupied by its original owners. The house showcases the work of leading 20th-century architects and designers Eero Saarinen, Alexander Girard, and Dan Kiley.

APPENDIX INFORMATION FOR VOLUNTEERS REGARDING GUEST INFORMATION

1. FOR ALL GUESTS

Newfields strives to make its buildings and campus, collections, exhibitions, programs, and services accessible to each and every guest. The staff and volunteers of Newfields are committed to providing the highest quality visit for everyone. Whether guests want to tour the world-renowned collection of art, wander through the historic Garden, or experience nature in The Virginia B. Fairbanks Art & Nature Park, Newfields is committed to providing high quality service and ensuring everyone has a wonderful experience during their visit.

- Wi-Fi is free throughout areas of Newfields including The Café

FLOOR 1

- Lockers (refundable cost of 25 cents)
- Drinking fountains at both entrances to Randolph H. Deer Special Events Pavilion, and by the restrooms near The Museum & Garden Shop
- The first aid room (inquire with a security officer or front desk member for access)
- Strollers available (free of charge)
- Wheelchairs available free of charge
- Umbrellas available to borrow
- Family and non-gender specific restrooms

- Nursing room near The Café, unlocked during Museum hours and can be accessed at will
- Bicycle racks are in the underground garage and surface parking lots

2. PHOTOGRAPHY POLICY

To protect the objects being photographed, the copyright privileges of their creators, and the safety of other guests, there are certain guidelines that must be followed when photographing at the Museum. For the most up-to-date photography policy, visit: discovernewfields.org/photography-policy.

3. BAG POLICY

- Bags larger than 11" x 15" x 6" are not allowed to be carried into the galleries. Smaller bags may be carried into the building but should not be carried on the back.
- All backpacks entering gallery spaces must be worn on the torso.
- Rigid framed baby carriers intended to be carried on the back are unauthorized, but soft baby carriers may be used only on the front of the torso.
- Reasonable exceptions will be made to the bag policy for carriers containing medical devices and infant care supplies. These guests will be supplied with a green tag. When a green tag is issued, the issuing security staff will date and initial the tag.

4. GALLERY RULES

- Works of art may not be touched.
- Activities that may endanger works of art or disturb other patrons are prohibited.
- Water bottles with screw-on lids are permitted inside the galleries. Lids that snap or have any other closure are not permitted inside the galleries.
- Food, beverages other than water, and chewing gum are not permitted inside the galleries.
- Newfields is a smoke-free campus.
- Infants may be nursed or bottle-fed in the galleries by an adult caregiver who is seated on one of the gallery benches.
 - There is a private nursing room available near The Café that is available during museum hours.

- Firearms and other weapons are not permitted on campus. Excluded are knives authorized for volunteer/task related use, when approved. Authorized weapons carried by “on duty” law enforcement officers are permitted.
- The use of clay, paint or ink in the galleries requires special permission from the Newfields curatorial department.
- Open flame in the galleries is prohibited.
- Laser pointers may not be used in the galleries without special authorization.
- Radios and similar small devices in the galleries may be used with headphones only.
- Sketchpads up to 18” x 24” and pencils or conte crayons are permitted in the galleries with special permission.
- Coats taken into the galleries may be worn or carried.
- Only canes with blunt tips that are required for disability assistance may be carried into the galleries.
- Dry, collapsible umbrellas (under 15”) are permitted in the galleries. Wet umbrellas and umbrellas larger than 15” are to be placed in plastic sleeves located at the entrances.
- Guests and staff are permitted in the galleries during open hours only, when an officer or gallery attendant is present, unless special access permission has been approved.
- Drilling, sawing, painting and other construction activity in the galleries are prohibited without special authorization from the Newfields conservation and registration departments.
- Service animals for disability assistance are permitted in Newfields buildings.