

# School Tours at Newfields



**NEWFIELDS**  
A PLACE FOR NATURE & THE ARTS

4000 Michigan Road Indianapolis, IN 46208 | [discovernewfields.org](http://discovernewfields.org)



## General Admission School Group Rates

Private & Non-Marion County Schools: \$5 | Marion County Public Schools: Free

## *THE LUME Indianapolis School Group Rate*

Private & Non-Marion County Schools: \$10 | Marion County Public Schools: \$5

\* Adult group rates do not apply for Friday or Saturday visits.

Contact [schooltours@discovernewfields.org](mailto:schooltours@discovernewfields.org) or 317-923-1331 x206 for more information

## Reservations

- All school tours require submission of tour forms **three weeks in advance** of day of visit. To request a date and time, fill out the online field trip request form.
- Date and time of visit is **not guaranteed until you receive an official confirmation** email from Newfields.
- An accurate head count is required 24 hours before the visit.
- Payment can be made via check or credit card only. You may pay in advance of the visit or the day-of. No refunds will be given due to day-of changes.
- Cancellations must be requested 48 hours in advance of the day of the visit.
- To make payment and/or reschedule a tour, email [schooltours@discovernewfields.org](mailto:schooltours@discovernewfields.org) or by calling (317) 923-1331 ext. 206 as soon as possible.

## General School Tour Information

- General Admission school tours are offered Tuesday through Friday from 11 AM to 4 PM.
- *THE LUME Indianapolis* school tours are offered Tuesday through Friday 10 AM to 4 PM.

### ***THE LUME Indianapolis School Group Guidelines***

*THE LUME Indianapolis* opens one hour before general admission at 10 AM to accommodate school groups. This provides students the opportunity to engage with teachers and each other more freely. We *strongly* encourage groups to schedule their visit to *THE LUME* at 10 or 10:30 AM. After 11 AM, please be extra courteous of other guests' experience.

- Museum staff will greet groups at the main entrance and assist with questions upon arrival.
- Docent-led school and group tours will resume for schools at the beginning of 2024. Please check the website for updates on tour offerings.
- Entry to all special exhibitions is subject to capacity restrictions.
- The museum will offset the cost of bus transportation up to \$150 per day on a first-come, first-serve basis as funds allow. Check the appropriate box on the online request form.
- Limited lunch options are available. Groups wishing to eat at the museum can purchase lunch in the The Café by checking the catering box on the reservation form.
- Groups can bring their own lunches and picnic in The Garden. Lunches will be stored in the unrefrigerated coat check area upon arrival. The museum cannot guarantee indoor seating and asks that groups of 40 or more speak with an education staff member about seating availability.
- Seating in The Café is reserved for guests who have purchased meals from The Café.

## School Group Policies

- Please do not touch the works of art. This includes walls and pedestals on which art is displayed. Maintain more than an arm's length away from the art.
- Pens and colored pencils are not allowed in the galleries, but pencils are.
- Food, beverages (including water bottles) and gum are not permitted in the IMA Galleries.
- Lilly House can accommodate groups of 20 people or less at one time.
- Personal, non-flash photography is permitted in most galleries. Signs designate when photography is not allowed. Please, no flashes, tripods, monopods (including selfie-sticks), or other photographic equipment in the IMA Galleries or Lilly House.
- Children may not be carried on shoulders or piggyback.
- Bus drivers are welcome to join their group but must stay with their tour.
- A member of the group arriving late or after the group has departed for the tour must be escorted by museum staff to the galleries to reunite with their touring group.

## Chaperone Information

Newfields is grateful to the teachers, parents, and other adults who take time to join their children and students during their experience at Newfields.

- There should be one (1) chaperone for every six (6) students for PreK through grade 2 tours. For grades 3 through 12, one adult chaperone is required for every 10 students.
- The required number of chaperones receive free general admission. Additional adults are \$5 per person.
- Chaperones are responsible for helping to keep their group together and monitoring behavior while they are at Newfields.
- Chaperones must stay with their group at all times.
- Chaperones should support student learning and exploration while in the galleries. Please keep children with their group and remind them about gallery guidelines.
- Chaperones should act as role models for museum behavior for their students. Be aware of other guests and use inside voices and walk at all times.
- Please silence your cell phone while inside the museum. If you must take a call, please be mindful of the guests around you.

## Security

- All students, teachers, and chaperones will enter through metal detectors and will have to open bags for inspection. In order to create a seamless entrance, we ask that all students leave their backpacks on the school buses. If your group requires special accessibility accommodations, please arrange them with the Newfields' Education team.
- Bags and purses larger than 11" x 15" x 6" inches must be left on school buses/vehicles or stored in a locker. (There is a \$0.25 returnable locker charge.)
- No backpacks are allowed in the IMA Galleries. Exceptions are made for diaper bags or backpacks containing medication; however, backpacks cannot be worn on your back. You must see a Security staff member to attach a green tag on bags allowed in the galleries.

## Covid Guidelines

- For the latest guidelines at Newfields, visit [discovernewfields.org](https://discovernewfields.org).

## Parking

### Arriving by school bus

- For Scheduled School Groups – Designated bus parking spots are marked off on the main surface lot of the museum along the area with the Five Brushstrokes sculptures. Accommodation can be made for scheduled groups only. Newfields encourages schools to use buses whenever possible to support parking capacity limits.

### Arriving by car

- Parking is available to all visitors free of charge.

### Handicap Parking

- Free handicap parking is available in the small lot beside the museum entrance closest to 38th Street.

### The Virginia B. Fairbanks Art & Nature Park Parking

- Free parking for The Virginia B. Fairbanks Art & Nature Park is available off of 38th Street just west of the Indianapolis Museum of Art's primary parking lot. Parking is limited, so if you are planning a large group, please work with Newfields Education team to ensure parking.
- Groups can walk from the Indianapolis Museum of Art to Fairbanks Park by using the multi-use path along Michigan Road, and the Central Canal Towpath. This route takes about 15 minutes on foot. Please note that Waller Bridge that connects the Indianapolis Museum of Art to the Park is closed during week days.

### Educator Resources

- There are several resources for educators who wish to plan a self-guided tour, gallery activity, or would like creative learning offerings. Please visit [discovernewfields.org/education](http://discovernewfields.org/education) to browse these resources. An education staff member is also able to assist with questions or inquiries.

