

# Preparing for Your School Group Visit

We want students and chaperones to have the best possible experience at the MFA. The following pages include helpful tips and Museum policies to ensure that your group has a great visit!



## Checklist: Before Your Visit

**Before you come, make sure you:**

- ☐ **Share the introductory video *Your Visit to the MFA*** with all your students,
- ☐ **Review the Field Trip 101 online slideshow** to prepare for your visit,
- ☐ **Schedule chaperones**—for all groups, there must be at least one adult chaperone for every 10 students,
- ☐ **Divide students into small groups** in advance to streamline entry,
- ☐ **Bring your e-mail confirmation** from MFA Group Sales and an accurate count of students and adults in your group,
- ☐ **Plan to arrive at least 15 minutes before your scheduled entry time.** Boston traffic is unpredictable, especially during rush hour on a weekday.

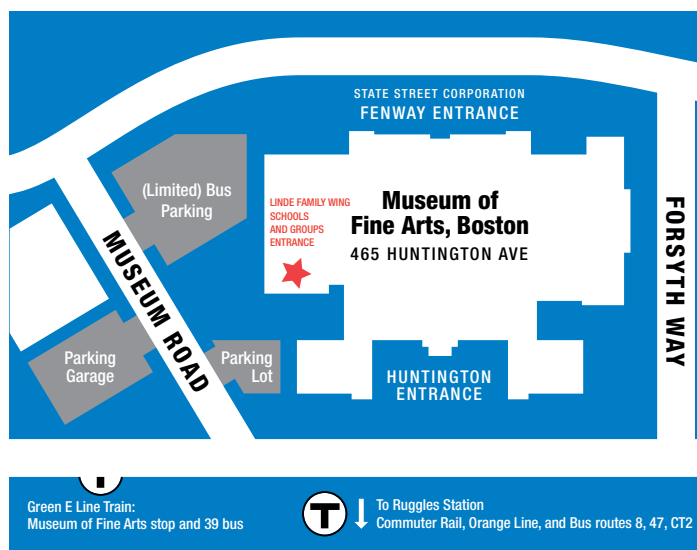
**If your group is running late, please call MFA Group Sales at 617-369-3310.** Tour length may need to be shortened if you arrive late for a guided tour. If you're more than 30 minutes late for a guided tour, the group will be admitted for a self-guided visit, and each chaperone will be provided with a map and visit suggestions. **If you have questions regarding accessibility, call 617-267-9300 or e-mail [access@mfa.org](mailto:access@mfa.org).**

## Welcome and Check-In at the MFA

- **Go to the Linde Family Wing Schools and Groups Entrance on Museum Road.** See the next page for more information about getting to the Museum.
- Upon arrival, the group will stay outside or on the bus while the group leader enters for check-in and payment (if applicable). Designate a second chaperone to be our primary contact for the group while they are outside.
- A staff member will greet your group, share Museum policies, and distribute maps and a handout with key info to chaperones.
- If you came by bus, leave your belongings there before you go into the Museum. Large bags, backpacks, and coats will be placed in bins labeled with the group's name and stored at the Linde Family Wing Schools and Groups Entrance. You may carry medical bags by hand after they have been tagged.
- If you made a lunch reservation in advance or if you'll be eating outside, you can drop your packed lunches in the separate bin provided. (See Lunch Information, page 4.)
- Once a staff member brings you inside and you're divided into your smaller groups, you'll be set to enjoy your visit!



# Getting to the Museum



## Address

Museum of Fine Arts, Boston  
465 Huntington Avenue  
Boston, Massachusetts 02115

\*Include the **zip code 02115** when entering the Museum's address in GPS.

## Entrance

**The Linde Family Wing Schools and Groups Entrance is located on Museum Road in the Linde Family Wing**, on the west side of the MFA, directly across from the parking garage.

## Public Transportation

Take the **Green Line E Train** to the Museum of Fine Arts stop, or the **Orange Line** train to the Ruggles stop. Take the **39 bus** to the Museum of Fine Arts stop, or the **8, 47, or CT2 buses** to the Ruggles stop. For more information visit [www.mbta.com](http://www.mbta.com).

## Buses

**Please keep in mind that buses are not allowed on Storrow Drive.**

## Bus Parking

The Museum has limited bus parking available on a first-come, first-served basis for groups with reservations. The bus parking lot is located on Museum Road between the Museum's two surface lots, immediately outside the Linde Family Wing Schools and Groups Entrance. The City of Boston has designated the north side of Huntington Avenue between Belvedere Street and Massachusetts Avenue for bus parking.

## Car and Van Parking

The Museum has three paid parking options for cars and vans. The entrances to all three parking areas are located on Museum Road. The parking lots offer close and convenient parking for the Linde Family Wing Schools and Groups Entrance. Drivers can receive the member parking rate by presenting their confirmation letter or chaperone sticker to a parking attendant in the Museum Road Garage office before paying upon departure.



# During Your Visit

Have a great time! To help preserve the art, keep everyone safe, and enjoy your visit, keep the following guidelines in mind.



## **Stick with your group.**

For safety, chaperones need to be with their smaller groups at all times. If a student gets separated from the group, staff will bring them to the Linde Family Wing Schools and Groups Entrance.

## **Don't get too close to the art.**

Stay at least 12 inches (an arm's length) from all art and display cases. The oils on hands can darken paint, stain wood and marble, damage fabric and paper, and eat away at metal. If someone gets too close, a beeping sound might go off as a reminder to step back.

## **Take it slow.**

Take time to look at everything around you, and please walk—don't run—in the Museum. We don't want anyone to fall down or bump into a work of artwork by accident.

## **Share your ideas.**

Have lively discussions, and use quieter voices.

## **Don't eat or drink in the galleries.**

It's okay to carry water in a closed bottle to have later.

## **Get creative with pencils and notebooks.**

Use pencil only to draw or write (not markers or pens) and clipboards or notebooks to use as writing surfaces (avoid leaning on walls, cases, or displays).

## **Take a break.**

A change of pace can help the overall experience, especially if your group stays at the Museum for more than 90 minutes. Often you can find a quiet gallery that is not too busy for your group to gather, rest, and regroup.

## **Consider coming back later if a gallery is crowded.**

If a gallery is at capacity, a security guard or other member of MFA staff may advise you to wait before entering.

## **Take photos without a flash.**

Feel free to take photos unless you see a sign posted. If you're on a guided tour, ask your guide about good times to take photos.

## **We're here to help.**

Guards and any other staff you see are happy to answer your questions. Security guards are throughout the Museum to keep visitors and the artwork safe. Please follow and respect any instructions they give.

## **Additional information, restrooms, and water fountains are never far away.**

Stop by Sharf Visitor Center if you need any additional information during your visit. A large bank of restrooms that's great for groups is near the visitor center, and restrooms and water fountains can be found throughout the Museum.





# Lunch Information



## Planning a lunch break?

Note that indoor lunch space is only available with advance reservations.

- Make your reservations as early as possible—times and space are limited. Lunch table reservations are not available during the summer or on the weekends.
- If you didn't request lunch space when you reserved your trip, contact MFA Group Sales at [groups@mfa.org](mailto:groups@mfa.org) or 617-369-3310 to see if space is still available.
- Due to limited seating, the Museum's Garden Cafeteria cannot accommodate groups.
- If the weather allows, all groups are welcome to eat outside on Museum grounds free of charge. Unfortunately, no sheltered outdoor spaces or additional indoor facilities are available during the winter months or inclement weather.
- Indoor lunch space costs \$40 per half hour and can accommodate a maximum of 60 students. Larger groups need to reserve multiple time slots.
- Packed lunches only, please. After check-in and before you enter the Museum, you can drop off your packed lunches in the bin reserved for your group.
- The reserved lunch space is in Druker Family Pavilion, Room 159. A Museum staff member will deliver your group's lunch bin by the time of your reservation.
- At the end of your lunch, please dispose of all trash. A Museum staff member will return your bin to the Linde Family Wing Schools and Groups Entrance.
- Please be prepared to depart the Druker Family Pavilion at the end of your 30-minute lunch reservation as the space might be reserved by a group directly after yours.