

Box 10027, Beaumont, TX 77710  
Office 409-880-8959/Fax 409-880-1799  
Director: Dr. Megan Koza Young

## Academic Tour Request

Thank you for choosing to visit the Dishman Art Museum on the campus of Lamar University. Below is a copy of the museum rules and a tour request form. If you are bringing a group, of any size, please fill out the request form and return it to the Dishman. This helps to ensure that we have accurate staff available to meet all of your needs and helps us provide your group with a positive museum experience.

When you arrive at the museum gather your group at the entrance of the museum and remind them of the following museum manners:

- Please stay at least three feet away from the art to help keep it safe. A good tool for smaller children is to use “Museum Hands,” and keep your hands clasped behind your back.
- When talking in the museum please use inside voices.
- Visitors may sit on the floor or on benches where available to study the art work.

All bags, purses, portfolios, etc. should be left behind the student desk in the visitor information center. Please no food or drinks, pens, or flash photography in the galleries. Pencils are available at the front desk.

Name of Group: \_\_\_\_\_ Number in Group: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Arrival time: \_\_\_\_\_

Type of Visit (circle one): Self-Guided / Guided Tour

Galleries (check all requested): Main Galleries  Eisenstadt Gallery

Class Title: \_\_\_\_\_ Name of Assignment: \_\_\_\_\_

Assignment details (please note if museum staff is allowed to answer student questions). Please provide a copy of the assignment if possible: \_\_\_\_\_

For primary and secondary academic groups a chaperone for every 10 students is required.

Contact Person: \_\_\_\_\_

Phone Number: Day \_\_\_\_\_ Cell \_\_\_\_\_

Additional adults accompanying your group: \_\_\_\_\_

Please complete and return this form to the Dishman Art Museum at [dishmanart@lamar.edu](mailto:dishmanart@lamar.edu), fax 409-880-1799, or mail to The Dishman Art Museum, Attention: Museum Visits, Box 10027, Beaumont, TX 77710 at least five working days prior to your visit. Visits will be confirmed by the museum upon receipt of this form.

### Gallery Rules

The following ten rules are the primary gallery rules. No exceptions will be made when enforcing these rules. Anything else that occurs that could possibly damage the artwork should also not be allowed. If you are unsure about a questionable behavior, first stop the behavior and then advise the security supervisor about the situation.

Modifications or additions to the gallery rules might be required after a thorough evaluation of the behavior or incident.

Visitors cannot touch the Art Work, Sculptures and Collection Furniture.

- The collection is fragile and may be damaged by touch. A sculpture is not as sturdy as it looks. The oils and moisture from hands and fingers can coat and damage all types of artwork. Fingernails and rings scrape stone, wood or other surfaces. Cracked glass or broken plastic could also result from touching the Art.

Visitors cannot touch, lean upon or place things on walls, podiums or cases.

- Some of the walls are temporary and leaning upon them may cause them to move. Leaning upon the walls also indicates that the visitor is too close to the artwork. This increases the possibility of inadvertent touching or knocking it from the wall. Podiums can be overturned or art work knocked off them. Cases can be moved and, as a result, the enclosed artwork might overturn. Touching these cases leaves fingerprints that obscure the view of the artwork.

Flash photography is not allowed.

- Light flashes deteriorate the artwork.

Food or Beverages are not allowed in the Galleries.

- Both of these can be very detrimental to the preservation of the art.

Children cannot be left unattended.

- The parent needs to be in control of their child in order to help assure that the child is not grabbing or touching things.

Running and other play activities are not allowed.

- This could result in inadvertent damage to the artwork.

Toys are not allowed.

- Some toys have hard parts on them that could damage artwork if accidentally thrown.

Any types of paints are not allowed.

- Paint could severely damage the artwork.

Umbrellas are not allowed.

- The moisture on an umbrella could get on some of the artwork, thereby causing damage. Some umbrellas have tips on them that could damage the artwork.

Group tours cannot wear backpacks within the gallery.

- Backpacks create a significantly higher risk of accidental damage to artwork within a crowded gallery setting.

### **Personal Property Storage Area**

Any items that cannot be brought into the galleries can be temporarily placed under the stairs behind the student workers desk in the Visitor Information Center; staff cannot honor a visitor's request to watch their personal belongings. Doing so would detract from required work routines.