



School Group Visit Reservation Form

For more information, please visit: rmanyc.org/schoolprograms

School/Organization Name:		NYCDOE School: <input type="checkbox"/> Yes <input type="checkbox"/> No	
School/Organization Address:			
Primary Group Contact Person	Name:	Phone:	
	Email:	Cell phone on day of visit:	
Number of students:		Grade level of students:	
Number of chaperones:		Will you arriving by school bus? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What are your students studying? What curricular connections are you hoping to make through this experience?			
The museum welcomes all students. Does your class require any special accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please describe any special considerations that would best prepare us for working with your students:			

- The museum can accommodate a maximum of 60 students per visit.
- At least 1 chaperone is required for every 12-15 students.
- During guided tours, classrooms will be divided into groups of 12-15; please pre-divide your students ahead of time.
- The Rubin Museum is closed to the public on Tuesdays.
- All programs are subject to availability, and reservations must be made at least two weeks in advance.
- Cancellation must be made at least three business days in advance or be subject to a \$40.00 cancellation fee.

Program Fees

	Museum Admission	Tour & Workshop Package	Guided Tour	Lunch Space	Pre-Visit Lesson	Workshops for Preschool Classes
NYCDOE Schools	free of charge	\$150 per class, 30 students max	free of charge	\$0	\$0	\$50 per class, 15 students max
All Other Schools	~ free: ages 12 and younger ~ \$5: students 13 and older ~ \$10: general admission	\$150 per class, 30 students max	\$50 per guide (1 guide per 12-15 students)	\$0	\$0	\$50 per class, 15 students max



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Select your programming:

Tour and Workshop Package: (K-12 groups only, 30 students maximum per workshop)

Combine your inquiry-based gallery tours with an engaging interactive experience in our new state-of-the-art Education Center! For workshop descriptions and more, please visit: rmanyc.org/tourandworkshop.

- Journey Scroll Painting
 Mystical Maps
 No preference
 Artifact Investigation
 3-D Mandalas

1 st choice date	2 nd choice date	3 rd choice date	Notes:
Date: _____	Date: _____	Date: _____	

Mondays	Wednesdays	Thursdays	Fridays
<input type="checkbox"/> 10:00-12:00	<input type="checkbox"/> 9:30-11:30	<input type="checkbox"/> 9:30-11:30	<input type="checkbox"/> 9:30-11:30
<input type="checkbox"/> 10:30-12:30	<input type="checkbox"/> 10:00-12:00	<input type="checkbox"/> 10:00-12:00	<input type="checkbox"/> 10:00-12:00
<input type="checkbox"/> 11:00-1:00	<input type="checkbox"/> 11:00-1:00	<input type="checkbox"/> 10:30-12:30	<input type="checkbox"/> 10:30-12:30

Guided Tour: (60 students maximum, at least 1 chaperone is required for every 12-15 students)

Book a 1-hour inquiry-based gallery experience led by our trained museum educators and docents.

1 st choice date	2 nd choice date	3 rd choice date	Notes:
Date: _____	Date: _____	Date: _____	

Mondays	Wednesdays	Thursdays	Fridays
<input type="checkbox"/> 11:00-12:00	<input type="checkbox"/> 10:00-11:00	<input type="checkbox"/> 10:00-11:00	<input type="checkbox"/> 10:00-11:00
<input type="checkbox"/> 11:30-12:30	<input type="checkbox"/> 10:30-11:30	<input type="checkbox"/> 10:30-11:30	<input type="checkbox"/> 10:30-11:30
<input type="checkbox"/> 12:00-1:00	<input type="checkbox"/> 11:00-12:00	<input type="checkbox"/> 11:00-12:00	<input type="checkbox"/> 11:00-12:00

If necessary, specify another date or time preference for your guided tour: _____

Lunch Space: (20 minutes, 60 students maximum)

Pending availability, you may reserve space for students to eat their own lunches before or after your program.



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Self-guided visit: Lead your own experience at the museum! For ideas, visit www.rmanyc.org/resources.

1 st Choice	2 nd Choice	3 rd Choice	Please indicate which exhibition(s) you plan to visit:
Date: _____ Time: _____	Date: _____ Time: _____	Date: _____ Time: _____	

Pre-visit Lesson: K-12 groups only, available Mondays, Wednesdays, Thursdays, & Fridays, from 9 am to 1 pm

Book an optional 45-minute in-class pre-presentation led by a visiting museum educator, pending availability.

1 st Choice	2 nd Choice	3 rd Choice	Notes:
Date: _____ Time: _____	Date: _____ Time: _____	Date: _____ Time: _____	

Workshops for Preschool Classes (Pre-K groups only, 15 students maximum per group)

Schedule a fun and engaging 1-hour session for a group of 3-to-6-year old learners!

1 st Choice	2 nd Choice	3 rd Choice
Date: _____ Time: _____ Workshop: _____	Date: _____ Time: _____ Workshop: _____	Date: _____ Time: _____ Workshop: _____

Fee Total: \$

Payment Information:

- Please email an invoice to the Primary Group Contact Person.
 - A check is included with this form.
 - Credit Card # _____ Exp: _____
- Authorized name on the card: _____ Authorized Signature: _____