

CHAPERONES PLAY AN IMPORTANT ROLE IN MAKING FIELD TRIPS SUCCESSFUL!

- Most importantly, please help us keep your school group together. You or your students may be intrigued by works of art in another area of the Clark; however, it is important to stick with your Clark educator during a guided visit and encourage students to do the same.
- Be sure to allow your students the chance to answer questions asked by Clark educators. Please remember that some students need a little more time to process what they hear. It is helpful to model engaged behavior during your visit and especially during your gallery tour.
- Unless you have been asked to take photos or there is a true emergency, please keep your phone out of sight during your gallery tour. We encourage you to be present and experience all that the Clark has to offer.
- You are a role model for your students. Demonstrate how to look and listen actively while students share ideas and ask questions.
- Chaperones, not Clark educators, are responsible for students and their behavior during your visit. Chaperones are expected to familiarize themselves with the Clark's [visitor guidelines](#) (see next page).
- Always follow the instructions given by your Clark educator and coordinating classroom teacher(s). Work cooperatively with the Clark's staff members and security officers. This will ensure everyone's safety and a positive experience for all during your field trip. In the event of an emergency, please follow the directions of security officers and Clark educators.
- **Please contact the Education Department Coordinator Lily McGartland by [email](#) or by phone at 413 458 0563 if you have questions about chaperone responsibilities or want to learn more about school group visits to the Clark.**



CLARK VISITOR GUIDELINES



The following guidelines are provided to help you make the most of your day at the Clark and to ensure the protection of the objects and the comfort and safety of all visitors.

- Backpacks, umbrellas, backpack baby carriers, bags larger than 11 x 15 x 18 inches, umbrellas, and large walking/hiking sticks and poles are not permitted in the galleries. Although small lockers requiring a \$0.25 key deposit are available, large items cannot be accommodated. Play it safe and leave anything large or prohibited at home or locked in your car.
- Food and drink (including water bottles) are not allowed in the galleries or auditorium; covered drinks are allowed in the Manton Research Center reading room.
- Photography and filming without flash for private, non-commercial use are permitted in the permanent collection. Tripods and selfie sticks are not permitted. Permission for commercial photography is obtained through the Clark's Communications Department.
- Visitors may use only graphite pencils, sketch pads, and notebooks in the galleries. Easels are not permitted without prior approval.
- Smoking, including electronic cigarettes and vaping devices, is prohibited in all buildings and public areas.
- Pets are not allowed inside the buildings. Do not leave a pet unattended in your car. Clark visitors love animals and quickly notify our security team about animals left unattended.
- To report or inquire about a lost or found item, phone 413 458 2303, ext. 212.
- Your presence at the Clark acknowledges that you have been informed of the potential to be photographed or filmed and that you grant permission for your likeness to be published.