



Welcome to the Museum of the City of New York

In an effort to ensure a safe and enjoyable visit for each of our visitors, we ask that you take some time to familiarize yourself and your group with the following Museum rules:

1. If you are using worksheets in the galleries, please be aware that **no pens** are allowed in the galleries. Please provide your students with pencils and a clipboard or notebook to lean on. The Museum can not provide these materials for self-guided groups.
2. For the safety of the collections, please **do not touch the objects**. Also refrain from running, yelling, pushing, and all forms of general disruption.
3. **No food, liquid, candy, or gum** may be brought into the exhibits. Food brought into the Museum will be left on the ground floor with checked bags and coats. Food purchased in the café must be consumed outside the Museum or at the café tables only.
4. Please **turn off all cell phones** and gaming or music systems.
5. For the protection of the objects, **no flash photography** is allowed within the exhibits.
6. Groups must **stay with adult chaperones** at all times. Feel free to use the stairs or the elevators while you move about the Museum, keeping in mind that elevators accommodate no more than 10 individuals at one time.

Please note that Security Guards are on each floor to monitor the environment and protect the collections, but it is the duty of each chaperone to manage their group in a responsible way. If the Security Guard feels that your group is being disruptive he/she will speak with you. We thank you for your help and cooperation.

As the leader of this group I understand that I am responsible for the behavior of my students. I am aware of the museum rules and will ensure that my group respects them while visiting the Museum of the City of New York.

Group Leader (Signature): _____ **Date:** _____
Group Name: _____

Please bring a signed copy of this form with you when you arrive for your visit. Thank you.