



Rollins Museum of Art

K12 Visit Guidelines

rollins.edu/rma
1000 Holt Ave.
Winter Park, FL 32789

Thank you for your interest in the Rollins Museum of Art! Before scheduling a visit to RMA, please read through the following guidelines.

- We ask that educators fill out a [K12 Visit Request Form](#).
 - Requests are not considered completed until you receive a visit confirmation email from our Education Department.
 - Educators and AP teachers who would like to collaborate with RMA for special pulls should contact [David Matteson, Associate Curator of Education](#), to discuss the logistics prior to submitting a request.
- Please submit requests within the timeframes listed below. Exceptions cannot be made, as planning class visits requires a great deal of coordination:
 - Self-guided visits require a minimum of two weeks' notice.
 - Facilitated visits (led by RMA staff) for an exhibition tour require a minimum of three weeks' notice.
 - Facilitated visits (led by RMA staff) for customized collection pulls require a minimum of 4 weeks' notice.
- Make sure to visit our **Exhibitions** page to see what is on view each semester. If selecting a customized visit with customized artworks pulled from our collection, please understand that not all works featured on our Collections page will be available, as some may be on loan to other museums or in off-site storage. Please consult with our staff to identify the best objects for selection, as these will change year to year.
 - Consult our [Teaching Portfolios](#) if interested in a themed tour with customized pulls.

DETAILS

- There is no visit charge.
- Class visits are offered Monday-Friday 10 am – 3 pm. Please consult our closure dates before scheduling.
- Transportation must be arranged by the teacher or through the school district. Buses can drop off in front of the museum, then park at the Alford Baseball Center.
- Max number of students is 60. Groups of over 30 will be divided into two groups. This arrangement allows RMA to host large groups without diminishing the content of the program.