

CHAPERONE GUIDELINES

We require a one adult chaperone for each five students.
Groups can be no larger than 60.
Groups will be admitted no earlier than 11AM.

In order to ensure the most positive and meaningful experience for all visitors participating in school group tours, we ask you to share our chaperone guidelines listed below with all chaperones and students before arriving at the museum.

Responsibilities of a Chaperone

Chaperones can enhance the success of the tour and the amount of learning that can take place by showing active interest in the works of art while supervising student behavior. Pace Gallery docents are available for questions about the artworks in the gallery but we ask Chaperones to be responsible for student behavior in the gallery.

While touring the gallery, **each chaperone is required to stay with his or her assigned group at all time**, including during and after the tour. All students in grades K through 12 must remain in groups with their assigned chaperone at all times.

It is the responsibility of the chaperone to review the museum rules and behavior, to communicate the rules to their group, and to enforce the rules at all times while in the gallery. If student behavior is found to be disruptive to the gallery setting, the gallery reserves the right to ask the group to sit out the rest of the tour.

Museum Manners

- Respect others in your group and other museum visitors
- Use indoor voices while visiting our gallery
- Please walk in the galleries – no running
- No food or drink in the galleries. There are outdoor picnic tables that can be utilized for eating and drinking.
- Teachers and chaperones must stay with their groups at all times

Some Specific Rules Pertaining to Pace Gallery-Menlo Park teamLab exhibit

There are two buildings at the Pace Gallery Menlo Park teamLab exhibit. The larger main building contains 10 artworks by the Japanese art collective, teamLab entitled *Living Digital Space*. While some of these works have interactive elements it is essential to convey to your students that artworks cannot be touched. It is especially important to remind students that none of the monitors in the exhibition are touch interface. It is natural that many students will want to touch the monitors as touch interface monitors are not uncommon. It is extremely important to the maintenance of the artworks that students do not touch these monitors. Please remind them before entering the gallery.

In addition to the main building, teamLab has also designed works specifically for children in the second building, *Futureparks*. While these works are all interactive and students are encouraged to touch them, it is important that rules are observed in this space as well. In particular, the above Chaperone guidelines are just as critical in this space as the main building. Gallery docents are there to answer questions and assist students with the interactive experience. It is the responsibility of Chaperones to monitor student behavior in this space as well as the main building.

Some Specific Rules pertaining to Pace Gallery-Menlo Park teamLab *Future Parks*

These works are interactive but it is important that children respect the equipment in this space. Chaperones should make sure students follow the rules listed below.

- Be gentle with the scanners. Each scanner has a yellow button that can be pressed for students to scan their drawings into the Sketchtown and Sketch Aquarium exhibits. Students should not slam these buttons or press them repeatedly as it can be damaging to the scanner. **Scanners are not to be used for scanning hands, heads, or feet.**
- When students have completed their drawing they should either keep them or throw them in the garbage (we recycle the paper).
- The papercraft scanner allows students to print out diagrams of their Sketchtown drawings which they may then cut out to make a three dimensional object. Students making papercrafts should throw away any excess paper.
- The Trainblock exhibit has small models of houses, train stations, and helicopter towers as well as other objects. These objects can be placed in different relationships to each other to create transportation systems on the table. These should not be slammed on the table or slid across the table. These objects are easily damaged when they fall off the table.
- Similarly, the Little People tables have small wooded saucers, frying pans and cups. They can be moved around the table or left in place to activate the various actions on the table. These should also not be slammed, thrown, or slid across the table.
- *Futureparks* contains a virtual hopscotch where students may design their own hopscotch patterns. Students should line up on the left side of the virtual hopscotch (when facing the wall), travel to the right and exit. It is critical that students do not travel in both directions on the hopscotch as they could run into each other.

- While the students are encouraged to touch and interact with these works there is no reason for students to slap or kick the walls. All of the touch interface aspects of the exhibit respond to a light touch.
- We encourage all students to color in the templates and scan their drawings for the Sketchtown and Sketch Aquarium exhibits. However, please encourage students to take one drawing template at a time. While we do recycle this paper we also discourage the wasteful use of paper.
- Finally, understand that *Future Parks* is a spectacular exhibition designed for kids. We want students to get the most out of their experience here. Students get very excited when first encountering these exhibits. We are elated about this but want to remind chaperones to make sure rules are followed in order to get the most out of the experience.

We are thrilled to have your student group visiting this one of a kind exhibition at Pace Gallery Menlo Park. This will be a stimulating and memorable experience for you and your students as long as these basic guidelines are followed.