

TEACHERS/GROUP LEADERS

Please make sure to share these guidelines with students before visiting the Halsey Institute:

- Although it is tempting, please **DO NOT** touch the artwork, walls, or cases. Oils, salts, and acids from our fingers can be extremely damaging, so even the slightest touch can ruin the surface of a painting or rust a metal sculpture. Please keep at least 12 inches away from any artworks. Maintaining distance allows you to preserve the works of art for future visitors.
- **DO NOT** lean on the walls or cases, either to write or for physical support.
- **NO** running, pushing, or other horseplay in the galleries.
- Respect other visitors by using an indoor voice while in the galleries.
- Listen carefully to any instructions or additional guidelines given by your tour guide at the start of or during the tour.
- Please leave all backpacks, lunches, and any large items at the front desk or in your vehicle.

CHAPERONES

The Halsey requires one chaperone for every ten students. Chaperones are responsible for the students' conduct and adherence to the rules for appropriate behavior in the galleries. Chaperones must remain with the group at all times and must be 18 years or older.

GROUP SIZE

The Halsey Institute does not allow groups over 30 for guided tours, due to the limited space and fragility of the artwork. Groups over 20 will be split in half and rotate between the two gallery spaces. If you have a group over 20, have students already split into groups upon arriving.

TOUR GUIDES

The tour guide's role is to educate students about artwork and guide the group through our exhibitions. The tour guides and Halsey staff rely on teachers, chaperones, and group leaders for supervision of the students.

LUNCHES

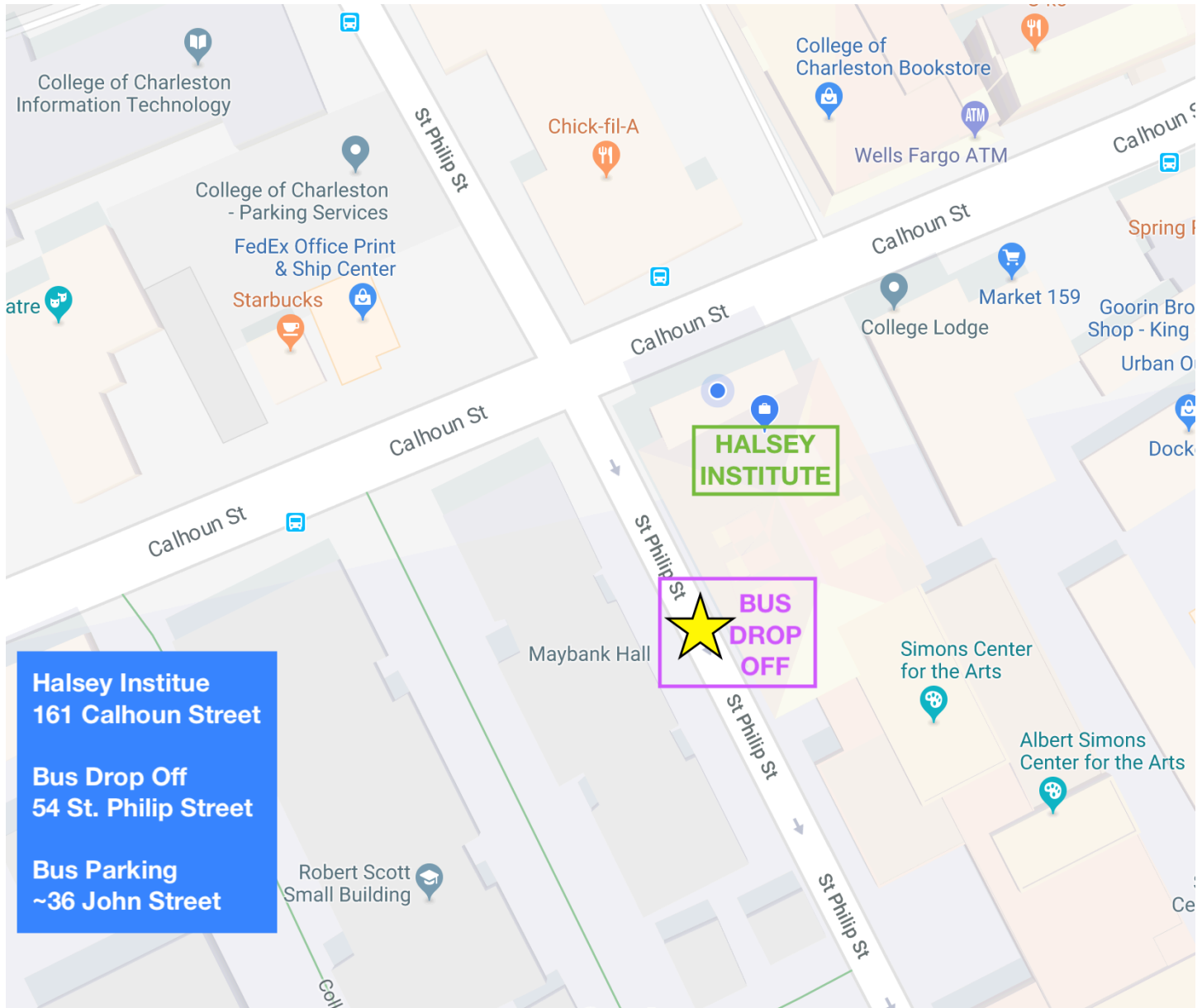
Unfortunately, the Halsey Institute does not provide a space inside of our galleries to eat lunch. The Simons Center Courtyard in the School of the Arts, the Stern Center on George Street, and Marion Square all provide adequate green/table space. Food and drinks are not permitted in the galleries.

LATE ARRIVAL

If your group arrives late, your tour will be shortened accordingly. Tour guides arrive before their scheduled tours to ensure they are here to greet the group. Out of courtesy for their time, please be on time for your tour reservation or keep the Halsey staff updated on your later arrival time. If your group is running late, call (843) 953-5659 or (843) 953-4422 as soon as possible.

PARKING

The Halsey Institute does not provide any bus parking, though buses may pull up to the curb on St. Philip Street in front of the Halsey for brief unloading or loading. Buses may park for free at the Charleston Visitor Center on John Street. Cars may park in one of the various parking garages on campus, or in street parking spaces.



MORE INFO & QUESTIONS

Lizz Biswell at BiswellL@cofc.edu and HalseyTours@cofc.edu or by calling (843) 953-5659.