



## TOUR GUIDELINES AND INFORMATION

---

ICP provides Guided and Self-Guided Tours. For the most tailored experience, our Museum Educators lead Guided Tours focusing on the themes of your curriculum, facilitating dynamic discussions that emphasize visual literacy and looking closely.

### MUSEUM EDUCATION SERVICES

All tours last for one hour and are offered during the following times:

**Monday:** Galleries Closed

**Tuesday:** 10am – 4:30pm

**Wednesday:** 10am – 4:30pm

**Thursday:** 10am – 6:30pm

**Friday:** 10am – 4pm

**Saturday & Sunday:** 10am – 4:30pm

### GUIDED TOURS

Led by Museum Educators, Guided Tours are available for all levels of school and adult audiences and encourage critical thinking and visual literacy. Working with personalized themes and subject matter, each tour is tailored to the educational goals of its participants. Reservations are required at least three weeks in advance.

**Grades K-6:** \$150 per 25 students plus 3 required chaperones

**Grades 7-12:** \$150 per 25 students plus 2 required chaperones

**College Students and Seniors:** \$10 per person (Min 15/Max 25)

**Adult Groups:** \$15 per person (Min 10/Max 25)

**New York City Public Schools, K-12:** FREE (Min 10/Max 25)

### SELF-GUIDED TOURS

Self-Guided Tours are available for all levels of school and adult audiences and allow groups to explore the museum exhibitions at their own pace.

**Grades K-12:** \$2 per person\* (Min 10/Max 25)

\*All Self-Guided tours for grades K-12 require two chaperones

**College Students and Seniors:** \$4 per person (Min 10/Max 25)

**Adult Groups:** \$7 per person (Min 10/Max 25)

**New York City Public Schools, K-12:** FREE (Min 10/Max 25)

To request a Guided or Self-Guided Tour, please complete our online request form:

<http://www.icp.org/museum/education/group-tours>.

## MUSEUM EDUCATION POLICIES

### RESERVATIONS

**Reservations are required for all group visits at least three weeks in advance.** A calendar of our current and upcoming exhibitions indicates the opening and closing dates for each and can be found online at [www.icp.org](http://www.icp.org). Please note that museum tours are only offered in conjunction with exhibitions. **Cancellations:** If there are any

changes to your reservation please contact (212) 857-0005. **Cancellations less than three days in advance will be charged 30% for self-guided tours; \$75 for guided tours.** If the group is over 15 minutes late for a guided tour, your reservation will be considered cancelled and you will be charged in full. If you need to cancel the day of your reservation, please call (212) 857-0005.

### **PAYMENT FOR GROUP TOURS**

Payment is due in advance or on the day of your visit. Checks should be made out to the “International Center of Photography” and mailed to ICP Community Programs; 1114 Avenue of the Americas at 43rd Street; New York, NY 10036. Payment by credit card can be arranged by calling (212) 857-0005. If paying on the day of your visit, please collect all entry fees from students before entering the museum.

### **GALLERY GUIDELINES**

To ensure a pleasant experience for your group and the safety of the photographs:

- Please do not lean on the walls or partitions.
- Please do not sit on the stairway or block passageways.
- Please do not bring food, drinks, or lit cigarettes inside.
- Please have no more than 10 students visit the store at once.
- Please do not use cell phones.
- Please speak softly.
- Please do not touch the photographs.

### **GENERAL MUSEUM INFORMATION**

#### **REGULAR ADMISSION AND MUSEUM HOURS**

The museum is open Tuesday–Sunday 10am-6pm, Thursdays 10am-8pm, Fridays 10am-8pm (voluntary contribution from 5-8pm). Closed Mondays. Regular rates for museum admission: \$12 for adults; \$8 for students and seniors; children under 12 are free; members free.

#### **DIRECTIONS**

The International Center of Photography is located at 1133 Avenue of The Americas at 43rd Street. By subway: B, D, F or M to 42nd Street; 1, 2, 3, 7, N, R, Q, S to Times Square. By bus: M5, M6, or M7 to 42nd Street. School buses may unload and pick-up students by the main entrance.

#### **ARRIVAL**

Please enter the museum at our main entrance at 1133 Avenue of the Americas (northwest corner). The group leader should check in at the front desk, while the group waits quietly outside or in designated areas. Please keep clear of the main entrance.

#### **LUNCH**

The Catherine K. Café located on the lower level of the museum is open for your convenience, however there is limited seating. Small groups of 10-20 people may make advanced lunch reservations by calling (212) 857-9715. Ten days' notice is required for reservations. The Café seating is only for use by guests who purchase food/drink from the Café.

#### **MUSEUM STORE**

Photography books, postcards, and gifts are available for purchase at the museum store or online at [www.icpmuseumstore.org](http://www.icpmuseumstore.org)

*The museum is wheelchair accessible. Wheelchairs available upon request.*