

# Guidelines for Visiting Northern Clay Center

- During your visit, please adhere to the following guidelines, which aim to protect the ceramic works and ensure a positive experience for all visitors.
- On arrival, all groups must check in at the Sales Gallery front desk, inside the Franklin Avenue entrance. Guided tour groups will meet their guides at the desk. All tours start promptly at the scheduled time. In case of delay, please call 612.339.8007. Groups arriving late will be accommodated, but we may not be able to extend the length of your tour.
- Please do not touch the ceramics while on tour. If you would like to explore the Sales Gallery after your tour you are welcome to touch the items in the Sales Gallery.
- One adult must accompany every 10 students throughout NCC on guided tours or self-guided visits. This includes the exhibition galleries, the classrooms, artist studio areas, and the sales gallery. Chaperones are requested to please keep students together and under supervision at all times.
- Pencils and sketchbooks are permitted in the galleries. Pens and other art supplies are not permitted. Please advise tour participants to bring their own pencils if necessary. If your group will be required to fill out questionnaires or worksheets please notify NCC prior to arriving for your tour.
- Coats, backpacks, and umbrellas must be stored when you enter NCC or they should remain on the bus when possible. NCC has a coat rack with shelves that can store personal items. Bulky coats and backpacks could damage a work of art without the wearer even being aware of it.
- All electronic devices should be turned off and stored for the duration of your time at NCC.
- Please follow basic rules of good behavior. Chaperones should make sure students are quiet and controlled, with no running or shouting.
- No food or beverages are allowed in the galleries. Food and beverages are restricted to the kitchen area. Groups may eat bag lunches in our kitchen area. If your group would like to picnic, we encourage you to explore triangle park.
- Buses should drop visitors at the Franklin Avenue entrance and then park in the Northern Clay Center parking lot located northwest side of the building. Buses may remain in front of the Franklin entrance only while visitors are disembarking. Car parking is available on the northwest side of the building in our parking lot.
- No pets are allowed in NCC, with the exception of service animals.