

Northern Clay Center Tour Scheduling Information & Guidelines

All guided tour requests must be received a minimum of 3 weeks in advance of your first preferred tour date.

Tour Hours

- Guided tours and self-guided visits are available: Tuesdays, Wednesdays, Thursdays, Fridays between the hours of 9:00 am and 4:00 pm
- Adult groups scheduling a guided tour may request a weekend tour.
- NCC is closed on Mondays and major holidays.

Length of Tour

- Guided tours for groups ages Pre-K through 3rd grade last 30 minutes.
- Guided tours for groups 4th grade through adult last 30 - 45 minutes.

Group Size

The maximum number of people that can be admitted as one group may vary due to available space, exhibition size, and tour guide availability. Guided tours and self-guided group visits for Pre-K, K–12, college students, and adults range from 10–60 people per tour.

*Exceptions are made for groups with accessibility needs.

**A group with fewer than ten participants may still book a tour.

Chaperone Policy

One adult chaperone is required per ten students for Pre-K through 12th grade groups.

Artist Demonstrations

In conjunction with a guided tour, groups of all ages may schedule a 30 minute wheel demonstration. The fee for a demonstration is \$35.00.

- Demonstrations add 30 minutes to the length of your tour.
- Multiple demonstrations will need to be arranged for groups larger than 20 participants.

Fees & Payment

- Tours of Northern Clay Center are free of charge.
- Wheel Demonstrations are \$35 per half hour, payment is due the day of the tour/demonstration.

We do not issue refunds for cancellations after the tour payment due date. For cancellations, we will credit the amount paid to a future visit.

Cancellation Policy

If you need to cancel a tour, call (612) 339-8007 x314 as soon as possible. Please cite the group name, tour date and time in your message.

Prior to Your Visit

You will receive a confirmation and invoice (if necessary) several weeks before the scheduled visit.

Group Check-in & Parking

- The entrance for groups is on Franklin Avenue.
- Buses should drop visitors at the Franklin Avenue entrance and park in the parking lot located west of the building. Buses may remain in front of the Franklin entrance only while visitors are disembarking.
- All tours/groups need to check in at the Sales Gallery front desk when they arrive.
- Tour guides will meet their group at the Sales Gallery front desk.
- All tours start promptly at the scheduled time. If a group is late, we may not be able to accommodate a later end time.

Confirmation of Reservation

We will contact you if we are unable to accommodate your group. Otherwise, we will mail or email confirmation of your reservation(s) and NCC visit guidelines. Review this information thoroughly and share it with all participating teachers and chaperones.