SCHEDULING

• Tour requests must be submitted a minimum of 4 weeks in advance of the desired date.
• You will be contacted within one week of submitting your Tour Request Form. Incomplete forms will not receive a response.
• Scheduling is subject to availability of staff and/or studio space. We will do our best to accommodate your desired date and time, but providing an alternate date/time, if possible, is helpful.
• We can only schedule tours during our normal business hours.
• Tours are scheduled for 1 hour, or 1.5 hours if paired with a demonstration or activity.
• Please arrive on time; your tour will end at the scheduled time regardless of when you arrive.

GROUP SIZE

• Maximum size for all tours is 20 people. If your group is larger than 20, we ask that you schedule two separate tours.
• Chaperones: One adult must be present for every 10 youth under the age of 13. For youth ages 13-18, at least one adult must accompany the group.
• Chaperones are included in the total count of your group size.

MEALS

• For an additional charge, you can schedule space for a meal before or after your tour. Please note this request in the Additional Comments box on the Tour Request Form.
• We can also help you with a catered meal from one of our preferred caterers.

PARKING

• Art Center parking lots are not equipped for full-size school or charter buses, and streets in Broad Ripple Village tend to be narrow. For large buses, it is recommended that the driver is not included in the tour group so that they may drop off the group and take the bus to an offsite location during the tour.
• Small buses may park in any available spot in our lots. Do not park in the fire lane along 67th street.
• We do not charge for parking.

OUR EXHIBITS

• To find out what art will be on display during your visit, please refer to our Exhibitions page on our website to view our current and upcoming exhibitions.
• We will let you know if your desired tour date falls between exhibitions. Building or ArtsPark tours are still possible during those times.
• As is the expectation in any gallery or museum, please do not touch artwork and please refrain from horseplay in the galleries.

PAYMENT AND REFUND POLICY

• You will be invoiced for the full amount of your tour at the time of scheduling.
• Cancellations: Please call Guest Services at 317.255.2464 x 0 at least 72 hours (3 days) prior to your visit if you must cancel a tour. We will do everything we can to help you reschedule, or you may choose to be refunded less a 35% processing fee. Cancellations with less than 72 hours’ notice and “no shows” will be charged in full.
• Chaperones are included in the total count of your group size.

SELF-GUIDED TOURS

• The Art Center is free and open to the public. You are welcome to visit our galleries and public spaces any time during our business hours, except during special events. We appreciate advance notice, particularly for large groups, which can be given by calling Guest Services at 317.255.2464 x 0.

TheARTSpace@IndplsArtCenter.org