

**GROUP VISITS & TOURS REQUEST FORM**  
email to [marla.halsted@ucalgary.ca](mailto:marla.halsted@ucalgary.ca)

**Date of Request:**

**Primary contact name:**

Work phone:

Cell phone:

Email:

Name of organization/school/post-secondary institution:

Name of leader/teacher/instructor:

Number of Visitors:

K-12	# of students	Grades
Supervising Adults**	# of adults	
Post Secondary	# of students	Class number and title

*\*\* For K-12 school groups, we request the presence of at least one adult per 12 students. Supervising adults are responsible for monitoring students as they move through the galleries to ensure safety of both students and the objects on exhibition.*

**Proposed Date of Visit:**

**Proposed Time:**

Exhibition(s) to be visited (visit [nickle.ucalgary.ca/](http://nickle.ucalgary.ca/) for current details):

Are you requesting a curatorial introduction or tour?

- *Please note these are available only upon request and are subject to availability. Your request will be directed to the appropriate curator, who will contact you directly.*
- *Also note: If your group is more than 10 minutes late, the curator may no longer be available. Please call 403-210-6201 to make alternative arrangements.*

Do any members of your group have any special accessibility needs or requirements? Let us know how we can enhance their experience.

**Please note the following expectations:**

- Rude behaviour and mistreatment of Nickle staff will not be tolerated.
- Entrance to the galleries is at the discretion of Nickle staff.
- Large bags, backpacks, laptop cases and bulky coats are not allowed.
  - *A large coat room with a limited number of free lockers is available for stowing bags. Large groups will be asked to share lockers. For groups of 20 or more, please call ahead to make alternative arrangements.*
- Food or beverages of any kind are not allowed in the gallery.
- Touching art works, leaning on walls, cases or plinths is not allowed.
- Running, yelling or disturbing other visitors is not allowed.
- Pens, markers and other wet media are not allowed. Please ensure that only pencils or pencil crayons are used of in-gallery activities.
- Photography is allowed for personal use only. Please share and tag with #nicklegalleries. For some exhibitions or works of art, please obey the posted no photography exceptions.
- Use of flash, tripods, selfie sticks and other photography accessories are not allowed.
- Professional photography, without prior approval, is not allowed.
- UCalgary photographers occasionally document the exhibitions. Signs are posted if they are shooting. Be aware that group members may be included in their shots.
- **Non-observance of the above will result in visitors being asked to leave.**

**Further Information:**

- Small groups of K-12 students may only visit the Museo shop with adult supervision.
- Information on parking is available at [www.ucalgary.ca/ancillary/parking](http://www.ucalgary.ca/ancillary/parking)

**Contact:**

Nickle Galleries  
 Main Floor, Taylor Family Digital Library  
 435 Campus Lane NW, Calgary, AB T2N 1N4  
 403-210-6201  
<https://nickle.ucalgary.ca/>

**Email completed form to:**  
[marla.halsted@ucalgary.ca](mailto:marla.halsted@ucalgary.ca)