

SCHOOL VISITS - GUIDELINES FOR EXCLUSION

We ask that teachers set clear guidelines for appropriate behavior and hold students to this conduct while visiting the Presidio Officers' Club and the EXCLUSION Special Exhibition.

GUIDELINES FOR THE PRESIDIO OFFICERS' CLUB

- **Please check in at the Officers' Club Welcome Desk upon your arrival.**
Our Welcome Desk staff and volunteer docents can connect you with materials to support and enhance your visit, such clipboards, pencils, and worksheets.
- Priority of the Heritage Gallery and EXCLUSION special exhibition space will be given to teachers who have already registered for a guided tour or self-guided visit.
- Personal belongings may not be left unattended while in the Officers' Club. Arrangements may be made in advance for a secured location for students to store their belongings, subject to availability.
- Students may not be left unattended at any time. Students should be escorted to the restroom by an adult.
- We recommend one adult chaperone for every 10 students.
- Cell phones need to be silenced.
- No pets are allowed in the Officers' Club.

GUIDELINES FOR EXCLUSION SPECIAL EXHIBITION

- **No more than 20 students are allowed in the EXCLUSION special exhibition gallery/hallway exhibition at any one time.** Classes of more than 20 should plan to divide groups in half and alternate between the hallway and gallery special exhibition spaces.
- Photography is allowed.
- No food or drink is allowed inside the gallery.
- Pencils can be used inside the gallery; please do not allow students to use pens.
- Glass cases should not be leaned on or used as a surface to write upon.
- Students should not climb on benches in the exhibition hallway. Selfie-sticks are available at the Welcome Desk to assist with seeing the top of the 120,000 Lives installation.
- Volunteer docents are often on duty in the gallery. Though they are not trained to provide tours of the special exhibition, they are happy to help with general inquiries and wayfinding in the exhibition space.
- If you would like your students to participate in the interactive kiosk survey or to complete a Your Voice Matters card, please monitor to ensure thoughtful feedback is provided. Please ensure students do not share any personally identifiable information (name, social media handle, etc.) on the Your Voice Matters cards.

ADDITIONAL GUIDELINES FOR HERITAGE GALLERY

- Touch items are available; please encourage students to engage with them respectfully. If you notice an object is missing or broken, please alert the staff or docent on duty.
- Like a museum, the gallery is a place for learning, observing and exploration; it is not a place to play or run. Please do not allow students to sit on the saddle or on the cannon.