

## Museum Guidelines + Policies

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### General Policies

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- **Works of art** are occasionally rotated off view and galleries are closed periodically for a variety of reasons. Please inquire at a Visitor Services Desk upon your arrival or call (513) 721.ARTS for information on specific works of art or gallery closures.
- **Coat Room + Lockers** are available in the Main Lobby. All backpacks, packages, briefcases, shopping bags, and other excessively large items (larger than 11 x 15 x 4 inches), including recording equipment, must be left in the coatroom in the lockers provided. The Art Museum is not responsible for lost or stolen items.
- **Children must be accompanied by an adult at all times.** For the safety of children and the art, **large-framed child carriers are not permitted in the galleries.** Small baby slings and less bulky child carriers are allowed, but we ask parents to be mindful of their surroundings while walking in the Art Museum.
- **Strollers** are permitted throughout the Art Museum. A limited number of strollers are also available free of charge, in the coat room off the Main Lobby.
- **Umbrellas** are not permitted in the galleries. Please store umbrellas in the coat room.
- **Please do not touch the artwork.** Please keep a safe distance from all paintings, sculptures and cases (approximately arm's length or 3 feet away).
- **Pencils are permitted in the galleries;** pens and markers are prohibited. We also ask you to remember that it's not safe to use the gallery walls or cases as writing surfaces. Instead, borrow a clipboard from the Visitor Services desk in the Front Lobby.
- **Food, drinks, and/or gum** are not permitted within the Art Museum galleries. If you need a snack break, please visit the Terrace Café.
- **Smoking is prohibited within the Art Museum,** including the use of e-cigarettes or other electronic smoking devices.
- **Lost + Found** is located at the Security Desk in the Front Lobby or by calling (513) 639.2935.
- If you get lost or have any questions about the Art Museum, there are friendly guards stationed throughout the galleries to help you along the way.

### Notice of Photography/Recording

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Please be advised that by entering the Cincinnati Art Museum, or any public Event hosted or sponsored by the Museum, you acknowledge that you may be photographed, filmed, or otherwise recorded by Museum personnel while on the premises.

By entering the premises, you grant your irrevocable consent to the Museum, its affiliates, assigns, and licensees, to use, publish, and/or reproduce your image, voice, likeness, and actions for archival, documentary, publicity, advertising, or any other purpose deemed appropriate by us, without compensation and/or credit, in any and all media now known or hereafter devised throughout the world in perpetuity. This includes, but is not limited to, use on our website, social media pages, and/or marketing and promotional materials. All photographs, film, or video footage taken by or on behalf of Cincinnati Art Museum on the premises, and any works derived therefrom, shall be the sole property of Cincinnati Art Museum and you waive any and all rights of publicity, privacy, or other rights therein. You further waive any and all rights to bring an action at law or equity related to such materials against Cincinnati Art Museum, its affiliates, assigns, and licensees, and release them from any and all liability whatsoever. If you do not agree to the above terms, you should not enter the premises.

If you wish to revoke your consent, you must contact the Cincinnati Art Museum no later than three (3) calendar days following your visit to the Museum premises and/or attendance at, or participation in, the relevant Event by emailing [media@cincyart.org](mailto:media@cincyart.org).

## **Visitor Photography + Sketching**

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### **Photography**

Nonflash Photography is allowed in the permanent collection galleries unless otherwise posted.

We apologize, but tripods, monopods, and/or "selfie sticks" are prohibited from use within the museum.

Professional photography for portraits requires that advance arrangements (at least two weeks in advance) be made with our Special Events Staff by emailing [specialevents@cincyart.org](mailto:specialevents@cincyart.org); in addition, there is a \$250 location fee for professional photography.

### **Sketching**

Sketching with pencil and colored pencil is **permitted** in all permanent galleries during our regular hours, and does not require completion of the [Copyist Permit](#) form.

Visitors who wish to copy a work of art using other materials must complete a copyist permit issued by the museum at the Visitor Services Desk. Visitors must give the completed copyist permit to the Visitor Services Desk when they visit. Sketching and copying is not permitted in special exhibitions nor of works under copyright.

For the safety of the collection, use of fixatives, sprays, charcoal and pastel is **strictly prohibited**. We request copyists maintain a minimum distance of 4 feet from any work of art, and please refrain from using the floors, walls or pedestals as support for sketching.

Do not hinder or impede the flow of traffic in the galleries or to fire exits. Please be advised that a security guard may ask that work be discontinued if a problem is perceived or if galleries become crowded with other visitors.

Copyists must provide their own easel, work materials and drop cloth.

Artists agree to exercise every precaution when working around the art objects in the museum, including, carrying their easel upright in transit and permitting examination of canvas or other copy materials, paint box and other supplies brought into the building each time they are removed from the museum. No glass containers will be permitted.

Copyists must never make any representation that the copy is anything more than a reproduction.

For group reservations, please contact our Tour Coordinator at [tours@cincyart.org](mailto:tours@cincyart.org) or 513-639-2975, at least 3 weeks prior to your visit to schedule.

## Accessibility

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- **Elevators** are located: on the First Floor (beyond the Great Hall, with access to the Ground and Second Floors); First floor (near the Terrace Café, providing access to the Second and Third floors); First Floor (near the Asian galleries, providing access to the Third floor)
- **Wheelchairs**
  - A limited number of wheelchairs are available for your use free of charge and are located in the coatrooms near both entrances.
  - **Wheelchair Accessible Restrooms** are available on the First Floor (in the Great Hall); on the Second Floor (in Gallery 213); on the Ground Floor (next to the Fath Auditorium)
  - The Art Museum's Fath Auditorium is wheelchair accessible and equipped with removable seats. Please call (513) 639.2971 at least 24 hours in advance of Auditorium events to be sure the seats are properly removed for your visit.
- **Service Animals** are welcome in the Art Museum. Please check in with the security guard in the Front Lobby or at the DeWitt entrance upon arrival.
- **For Visitors with Visual Impairments:** You are invited to experience the Cincinnati Art Museum's collection using descriptive language and hands-on activities in a docent- or staff-guided touch tour. Please call our Tour Coordinator (513) 639.2975 for more information or to arrange a tour.
- **Assisted Listening Devices** are available for your use free of charge in the Art Museum's Fath Auditorium during lectures and event in that area.
- **Sign Language Interpretation:** The Cincinnati Art Museum offers monthly ASL tours of special exhibitions. Interpreters may also be provided by the Art Museum upon request for any tour. Arrangements must be made one week in advance by calling our Tour Coordinator at (513) 639.2975.
- **Foreign Languages:** Tours may be conducted in English, French, Spanish, or German. Foreign language speaking tours must be scheduled at least one month in advance. Please call our Tour Coordinator at (513) 639.2975 for more information.