

*Fine Arts Museums of San Francisco*  
**College Group Museum Visit Request**

We encourage requests by mail and fax. Requests will be processed in the order received. If you have questions please call 415/750-3638 or e-mail [cinaba@famsf.org](mailto:cinaba@famsf.org).

- Please use one reservation form for each class requesting a museum visit. This form may be copied.
  - Self-guided tours must be arranged at least **two** weeks prior to the desired date of visit.
  - Docent-led tours must be arranged at least **four** weeks prior to the desired date of visit.
  - Sketching in the Museums requires special permission and a permit.
  - The Museums are open Tuesday through Sunday, 9:30 a.m. to 5 p.m.
  - Keep a copy of your request for your records. You may fax, email, or mail your request.
- Fax:** 415/750-3540, **Email:** [cinaba@famsf.org](mailto:cinaba@famsf.org), **Mailing Address:** Cynthia Inaba, de Young Museum, 50 Hagiwara Tea Garden Drive, San Francisco, CA 94118.
- For information regarding Museum College events, please e-mail [cinaba@famsf.org](mailto:cinaba@famsf.org) or call 415/750-3638.

**Please fill out this form completely.**

Today's Date \_\_\_\_\_

Instructor's Name \_\_\_\_\_

College \_\_\_\_\_

Class Title \_\_\_\_\_

College or Home Address \_\_\_\_\_

College Phone (ext. # and times avail.) \_\_\_\_\_ Home Phone \_\_\_\_\_

College Fax # \_\_\_\_\_ Home Fax# \_\_\_\_\_

E-mail \_\_\_\_\_

I would like a **self-guided** tour at the (circle one)      Legion of Honor      de Young

I would like a **docent-led** tour at the (circle one)      Legion of Honor      de Young

I would like to see the (circle one)      Permanent Collection      \*Special Exhibition

I would like to **sketch** in the permanent collection galleries at the (circle one)

Legion of Honor      de Young

Preferred dates: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

Preferred times: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

Number of Visitors: \_\_\_\_\_

\*Special Exhibitions may have a surcharge per person. Fees can be checked on our website at [www.famsf.org](http://www.famsf.org).