

Morris Museum

STUDIO ART DEPARTMENT POLICIES

REGISTRATION

- The Morris Museum offers four methods of registration:
Phone: 973.971.3710
Email: studioart@morrismuseum.org
Online registration form
In person
- Current course offerings can be found in print form at the Morris Museum's front desk and online at morrismuseum.org/studio-art
- To ensure a seat, and that classes will not be canceled due to low enrollment, registrations should be received no later than 1 week prior to the course start date. After that time, prospective registrants must call the Studio Art Coordinator at 973.971.3710 at least 24 hours beforehand to check availability.
- Morris Museum reserves the right to cancel any class before the start date. If for any reason a course is canceled, all registrants will be notified a week prior to the start of the course.

PAYMENT PROCEDURES

- Payment must be received PRIOR to the start of the course date to confirm your registration, unless special arrangements with the Studio Coordinator have been made. Prorating is not available.
- Payment will not be processed until after the course start date.
- Select classes will have an additional supply fee to be paid to the instructor upon arriving to the first class.
- If you wish to cancel your registration, the Studio Coordinator must be notified at least 1 week prior to the start date. Payments on cancellations after that date will not be refunded.

Payment options:

- Check made payable to:
Morris Museum
6 Normandy Heights Road
Morristown, NJ 07960
Attn: Studio Art
- Credit Card (Visa, Amex, Discover, MasterCard)
- Cash

GIFT CERTIFICATES

- Gift certificates are available in any denomination and can be applied to a course of the recipient's choosing. Gift certificates expire 12 months after the purchase date.

For more information and to purchase:

973.971.3710

studioart@morrismuseum.org

MAKEUP CLASSES

- Classes that are cancelled due to holidays, instructor absence, inclement weather or other circumstances will be made up at the end of the quarter and coordinated by the instructor.
- Students who miss class on their own accountability, will not be issued a refund unless special arrangements have been made with the Studio Coordinator in advance.

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WEATHER

- Please visit morrismuseum.org or call the front desk at 973.971.3700 by 8:00AM and throughout the day for delayed openings and closing announcements due to inclement weather.

STUDENT PROPERTY

- The Morris Museum is not responsible for artwork or property left on the premises, and has no liability if property is lost, stolen, or damaged, with the exception of displayed exhibitions.
- If an item has been left behind, please call the front desk at 973.971.3700. Students are also welcome to check the Museum's Lost & Found area, located in the entrance pavilion.
- Any artwork left at the museum at the end of the quarter will be discarded.
- The Museum does not have available space for artwork and personal supplies to be stored during the quarter, therefore, students are responsible for transporting their materials to and from class.

FACILITY

- **Operating hours:**
Monday: Closed (select courses run on Monday mornings and afternoons)
Tuesday-Saturday: 11:00am-5:00pm
Sunday: 12:00-5:00 pm

**The Museum is open from 11:00am – 8:00pm on the second and third Thursday of each month.*

- Students may arrive up to 30 minutes prior to the course start time to set-up.
- All students must sign in and out at the front desk upon arriving and leaving.
- Due to other scheduled events, students must leave the classroom immediately after class.
- Class location may change throughout the course duration.
- Students are responsible for set up and clean up of their materials unless special arrangements have been made between the instructor and Studio Coordinator.
- Borrowed supplies are limited to easels, clipboards, rulers, paint brushes, and water cups. If materials outside of those listed are needed, please alert your instructor to call the Studio Coordinator at 973.971.3710. Please be aware, that not all requested items may be available, therefore, students are advised to bring all necessary materials with them to and from class.

Minors:

- Guardians must accompany students in and out of the building for drop-off and pick-up.
- Instructors will accompany students to the entrance pavilion for pickup. Guardians are to arrive 5-10 minutes prior to the course's scheduled end time.
- The guardian must alert the instructor and Studio Coordinator in advance for early pick-ups and if the child is being picked up by someone other than the drop-off guardian.