

Phoenix Art Museum prohibits the following:

1. Touching of any works of art or getting closer than 12 inches from a work of art
  - Only registrars, curators, and preparators may touch or handle artwork.
  - Trained Security Supervisors may also handle artwork in case of emergency and when registrars or preparators are not available.
2. Pointing at art work with foreign objects
  - Including brochures, glasses, pencils, etc.
3. Food or drink
  - Exceptions include medical water bottles, baby bottles, sippy-cups, breastfeeding, and special events
  - No food or beverage fountains or decorative water fountains of any kind
  - Indoor cooking is prohibited. If the catering company is using gas and open flame they must set up outdoors and away from the overhang of the catering dock.
  - Caterers are responsible for cleaning up all work areas prior to leaving Phoenix Art Museum. Dirty dishes must be removed from the building immediately following the event.
  - Alcohol may not be brought into the Museum or allowed out of the Museum.
  - Exceptions to this are special events where alcohol is provided by the Museum's licensed ARTenders, likewise if sealed bottles are authorized by the ARTenders to leave the building it will also be allowed.
4. Animals
  - Service animals are permitted
5. Smoking/Fog/Vapors
  - Designated smoking areas for patrons include: the parking lot, outside Chase Lobby doors Central side, north of the Hall of Mirrors, 20 feet from any entrance.
  - Water vapor cigarettes are prohibited
  - Smoke/fog machines are prohibited
  - No misting or spraying devices allowed in the Museum
  - Steaming devices used on fabric must not be near any walls or works of art, and only used in a limited capacity, and left to the discretion of the Security Supervisor.
6. Certain forms of photography
  - Flash photography is prohibited, with the exception of approved media.
  - All Photography of items on loan and in special exhibitions is prohibited with the exception of approved media and approved curatorial activity.
  - Video cameras, with the exception of special events and/or approved media and patrons who agree to use the video camera for still pictures only.
6. Certain forms of photography (continued)
  - Tripods and monopods are prohibited
  - Photographs may not be published, sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever.
7. Weapons
  - Including prop weapons for performances
  - Police officers are permitted to carry service weapons on property
8. Backpacks or luggage
  - Including backpack child carriers
  - No carrying a child on your back or shoulders
9. Umbrellas or walking sticks
  - Patrons using a walking stick for stability, as one would do with a cane, are permitted.
10. Certain art supplies
  - Specifically prohibited are easels, pens, markers, crayons, paint, pastels, charcoal, drawing pads larger than 18" x 24"
  - Items are provided by the Education Department as part of an organized and supervised drawing activity are permitted.
11. Police or radio scanners that interfere with our radio traffic
  - Low-level walkie-talkies used by school groups for chaperones are permitted.
12. Various toys/devices
  - Prohibited items include yo-yos, squirt guns, hula hoops, and other toys at the Security Department's discretion.
  - Also prohibited are roller skates, scooters, wheeled tennis shoes, skateboards, or bicycles inside the Museum.
  - No Laser pointers allowed
13. Party/Wedding Miscellaneous
  - Balloons, bubbles, streamers, confetti, glitter, or any other similar substance
  - Bird seed, rice, or similar substances are not permitted
  - Masks may not be worn in the Museum
  - Candles, incense, sparklers, fireworks, flambé dishes, birthday candles, votive candles, flame of any type
14. Plants/flowers
  - Prohibited items include dirt, soil, succulents (cacti, agaves, etc.), endangered or federally protected plant materials, or moss in dirt.
  - Flower petals may only be used on the cake table, in a limited fashion to camouflage the cake plate. At no time should the petals drop to the floor, or be used on tables or for decoration.

## 14. Plants/flowers (continued)

- All organic materials must be fumigated and free of insects prior to entering the museum.
- All displays/arrangements must be able to withstand bumps to the pedestals and floor vibrations without toppling.

## 15. Outside Artwork

- No outside works of art of any kind may be brought into the Museum.
- If you would like to donate a work of art to the museum, please send an email to [info@phxart.org](mailto:info@phxart.org).
  - Be sure to include detailed object information (artist, title, date, medium, dimensions) and a photo of the work.
  - If the Museum is interested in acquiring the work, you will be contacted by Museum staff.
  - Although the work may be artistically significant, not all pieces are appropriate for the Museum's collection.
  - Phoenix Art Museum does not accept works without proper evaluation and will not accept works without the proper evaluation and will not accept donations made at the Visitor Services (admissions) desk or receptionist desk in the Wolfswinkel Education Center.
  - Works of art being used as props or decorations for special events must be checked in through the receiving department, logged in the non-affiliated art registry, then checked out when the items leave the premises.

## Specific Policy Regarding Museum Property:

1. In the event of any leakage from food, beverage, or floral arrangements, Museum personnel will immediately remove the offensive item from the Museum and the vendor will be held responsible for any damage to Museum property.
2. All props, musical instruments, equipment and other materials used for events are subject to screening on arrival and departure by the Museum's security staff.
3. Decorations are limited to table decorations and/or freestanding displays or signs. No decorations may be hung, stapled, tied, leaned against or otherwise adhered to walls, columns, artwork, gallery furniture or the ceiling.
4. Phoenix Art Museum will not install or de-install specific artwork at the host's request. Under no circumstances may the host or their contractors touch, handle or move works of art, pedestals, stanchions, or gallery furniture.
5. No one may drag equipment over any floors. Hand trucks must have rubber wheels. In order to protect the works of art, extreme caution should be taken when moving equipment inside the Museum. All equipment and materials must be placed a minimum of four feet from walls and art objects.
6. Rentals may not impede visitor walkways or emergency exits at any time.