

Purcell-Cutts House Rules and Procedures for Docents 2018 Training

- Please instruct visitors on the “do not touch” policy at the beginning of each tour. Please tell them the house is an object and therefore we treat it as a part of the museum. Security guards will reinforce this policy.
- Please refrain from touching artwork, furniture, or fixtures in the house. Although the furniture is reproduction, it was custom designed and we would like it to remain in good condition for a long time to come. Especially please **do not** demonstrate pulling out the leaves on the Hanna dining room suite - the rails are fragile and bend easily.
- The only exception to the above is: visitors are allowed to sit on the window seat.
- Docents should hang coats in the basement or the front hall closet. Docents’ belongings, such as purses, can be stored in the front hall closet.
- Docents should either wear booties during their tours **or** bring a **clean** pair of shoes to change into to tour the house. This protects the rugs from dirt and wear.
- Visitors should enter the house by the side door and proceed down the stairs to the basement, where they will check in with Visitor Experience staff and put on booties.
- If the weather is good and docents want to begin the tour outside, checked-in visitors should be directed to remove their booties (or wait to put them on until the tour enters the house). This does disrupt the tour, but booties are only to be worn in the house so this is a necessary measure.
- In the winter (from October – April), the back porch and the sleeping porch will not be accessible for tours.
- A Mia staff member lives in the house. Please respect their belongings stored in various areas throughout the house. You may still point out built-in storage, but please avoid opening drawers, kitchen cabinets, closets, etc. You may still lift the trap doors on the cedar storage in the Master Bedroom. The Maid’s Quarters will remain locked on tour weekends.
- Please do not attempt to make any adjustments to the climate control system in the house, including moving the vent covers around the living room window seat. Incorrect placement causes moisture buildup on the art glass windows, which can result in damage to the wooden casements.
- Please ask guests to sign the guest register in the kitchen and indicate there is a donation box with proceeds going to restoration projects on the house. Postcards are available for a small donation; *Progressive Design* books can be purchased from the Visitor Experience staff or at the Store at Mia.
- If you are uncertain about how to answer a visitor’s question, please tell them you will follow up with curatorial staff. It is better to say you don’t know but will find out than to give misinformation.

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- Refresher courses are periodically offered. Please read *Progressive Design in the Midwest: The Purcell-Cutts House and the Prairie School Collection at The Minneapolis Institute of Arts* for a refresher. Feel free to contact the house Curator, Jennifer Komar Olivarez at 612-870-3114 or jolivare@artsmia.org or Decorative Arts, Textiles, and Sculpture (DATS) curatorial department assistant Abbey Thomsen at 612-870-3101 or athomsen@artsmia.org if you have any questions or concerns. Visitors can contact the DATS department directly at the general department email dats@artsmia.org.
- If you have any problems while at the house, do not hesitate to ask a security guard for help.
- Thank you for helping us protect the house for future generations.