



**SAINT LOUIS**  
**SCIENCE CENTER**

Connect with curiosity.

Dear Group Leader,

Thank you for your non-refundable deposit to secure your group's participation in a Camp-In at the Saint Louis Science Center. The final balance, as represented on the attached sales invoice, is due in full 10 days prior to the Camp-In. The final amount due on that day is based on the number of spots we are holding for your group, regardless of how many actually attend, unless you exceed that number. If you would like to adjust that number, please call us at 314-289-4439, no less than 10 days prior to the Camp-In. Please share with your group's leaders and chaperones the information included in this packet.

This packet includes:

1. This letter
2. Release form (please print/copy as many as you need)
3. Camp-In Procedures  
(Includes information about chaperones, food, parking, schedule and more!)
4. Confirmation or Invoice

If you have questions about your invoice, payment, or reservation or any other questions or concerns not addressed in this packet, please call at 314-289-4439.

I look forward to seeing you at the Camp-In!

Liz Senzee  
Associate Director of Gallery Programs and Visitor Engagement

**RELEASE**  
**THIS DOCUMENT CONTAINS A LIMITATION OF LIABILITY**  
**PLEASE READ CAREFULLY**

Release is made as of (date) \_\_\_\_\_ (year) \_\_\_\_\_, by the undersigned. I understand and appreciate that participation in the Camp-In Program involves potential, although highly unlikely, loss or damage to, personal property and bodily injury.

In consideration of my being permitted, or my child being permitted, to participate in the scheduled activity, I hereby release and hold harmless the Saint Louis Science Center as sponsor, its commissioners, officers, trustees, employees, affiliates and agents (the "Released Parties") from any and all actions, damages, claims or demands which I or my child(ren), our heirs, executors, administrations or assigns may have against the Released Parties for all bodily injuries, known or unknown, and damages arising, if any, out of participation in the Camp-In Program. Such release shall not, however, extend to any willful misconduct or grossly negligent act, if any of the Released Parties.

I, the undersigned, have read this release and understand its terms. I realize this is a partial release of liability and limits, to some extent, my rights to sue in the event of any loss or injury, and I execute it voluntarily and with the full knowledge of its significance. I agree to follow, or cause to be followed, all directions of the activity's leaders.

I, the undersigned, am signing for myself, or am the parent or legal guardian of the following named minor(s) and/or adult(s) and enter the foregoing Release on the minor(s)/adult(s) behalf.

\_\_\_\_\_  
Print name(s) of participant(s) and/or chaperone(s).

\_\_\_\_\_  
ADULT SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

**PHOTO RELEASE**

I give my permission for the Saint Louis Science Center to use photographs or video footage of myself and/or my child(ren) \_\_\_\_\_ for the purposes publicity or publications.

\_\_\_\_\_  
ADULT SIGNATURE

\_\_\_\_\_  
DATE

**Every participant must fill out a liability form including every adult in your group.**  
**Parents and their children can be listed on the same release form.**  
**Bring completed forms to the Check-In table the night of your Camp-In.**

## Camp-In Procedures

### Release/Permission Form Instructions

**All participants must fill out a release form, including adult chaperones.** Group leaders must ensure a Science Center Release/Permission form has been completed and signed for each participant – campers and chaperones. Please collect all forms prior to the Camp-In night, and turn them in at check-in. A parent or legal guardian must sign release forms for children under 18 years of age.

### Changes/Cancellations/No-shows

To remove individuals from your reservation, please call our Reservation Office at 314-289-4424 promptly. Individuals removed from your reservation will be treated as individual cancellations, and *the portion of your payment and deposit that applies to those individuals will be subject to our cancellation policy below*. In the event a participant cannot attend at the last minute, please invite another child, adult, or spouse in their place.

If the Science Center cancels a Camp-In for any reason, every effort will be made to reschedule your group for a later date.

**All cancellations made less than ten (10) days prior to your Scheduled Camp-In date, including no-show groups or individuals, will result in forfeiture of all payment, including deposits.**

**Cancellations made before that time are not subject to fees and are entitled to a refund, minus the non-refundable deposit.**

### Chaperones and Safety

A minimum of one adult chaperone, 18 years or older, is required for every five youths under 18. Chaperone responsibilities include: General safety; guiding the group through the galleries; making sure the group arrives promptly to, and participates in, scheduled activities; and making sure the group shows respect toward all Science Center exhibits and other campers. This is a group activity; leadership guidance for participants is required. Participants are asked to be on their best behavior and be courteous to others, properly using the exhibits and facilities and respecting Science Center property. Violators will be held responsible for damage and may be asked to leave the premises. **Adults are to remain with the group at all times as directed by the St. Louis Fire Department.** In case of emergency, call the Science Center security office at 314-533-8178.

### Sleeping

Sleeping under the stars at the Planetarium is available, depending on the availability of the space, for groups of less than 175 people. Alternatively, we sleep in the main building's galleries, on the floor. Lights out is about 11:30pm to 7:00am. You will receive the actual schedule at check-in.

### Schedule of Events

The specifics of each camp-in schedule are unique. Every Camp-In will include two to three hands-on activity sessions, one live science demonstration, an OMNIMAX® film and/or a Planetarium Star Show, two light meals, a snack, and a limited amount of free exploration time. You will receive your actual schedule at check-in.

### Special Exhibits

Any temporary or special exhibit is not included with the Camp-In. If a special exhibit is present during your Camp-In, you are welcome to purchase tickets to the exhibit at an additional cost. Because we keep you busy throughout the entire Camp-In, you will not have time to visit the special exhibit during the

program, so purchase your tickets for a session before or after the Camp-In. For special exhibit tickets please call (314) 289-4424 or (800) 456-SLSC, x4424.

### **Fire Drill**

In accordance with the St. Louis Fire Department's rules and regulations, a fire drill takes place during each scheduled Camp-In. Timing and length of the fire drill is handled by the Science Center's Security Department. Further instructions will be provided at Orientation.

### **First Aid, Medication, and Health Accommodations**

For main-building Camp-Ins, the First Aid Room is located on Level 1 of the main building, near the lobby. For Planetarium Camp-Ins, the First Aid Room is located next to the ticket desk in the Planetarium SkyPort lobby area. The first Aid Room will be available throughout the entire Camp-In. Certified First Aid and CPR personnel are on duty at all times to respond to any medical need. Group leaders should follow their own system of collecting and storing camper medication. Please alert Camp-In staff at check-in if you have medical items needing refrigeration, or if you require wheelchair assistance. For other accessibility and health issues, please contact the Public Programs Manager in advance of the Camp-In to arrange for accommodations to be made.

### **Parking**

Parking for ALL Camp-Ins is available at the main building parking lot at 5050 Oakland Avenue **only**. Your registration fee includes parking for that night and the following day. When exiting the lot in the morning, you may show your parking voucher (which you will receive at check-in) to the attendant to exit the lot. Overnight parking is **not** allowed in the Planetarium lot or elsewhere in Forest Park. Violators of this policy may be fined, ticketed or towed by the City of St. Louis.

### **What to Bring**

**DO NOT BRING** – Change of clothes, snacks, tents, gum, radios, alcoholic beverages, electronic games, laptop computers, excess cash or valuables.

**DO BRING** – Campers and chaperones should each bring ONE bag marked with their name: sleeping bag, pillow, and personal care items.

Campers and chaperones should arrive in their sleeping clothes. The temperature in the building can vary throughout the evening, and sometimes gets chilly overnight. We suggest that you bring an extra blanket or layers of clothing to sleep with. For those that are especially light sensitive, we suggest an eye mask, as there are many emergency lights that will not shut off. Chaperones are allowed air mattresses and/or cots. Electrical outlets are available to inflate airbeds, though they usually stop working at lights out. If campers chose to bring money for the ExploreStore or Build-a-Bear Workshop, please note these stores are only available when the Science Center opens the following day, and we suggest that money is turned over to the group leader for safekeeping during the Camp-In.

### **Menu and Food Concerns**

**No food or beverages are allowed to be brought into the Science Center.**

The Camp-In menu is typically as follows: dinner is cheese pizza and pepperoni pizza with salad and water and/or lemonade; snack is popcorn or cookies with water; and breakfast is an assortment of cold cereals, pastries, whole fruit, juice and milk. There is coffee available for the adults at breakfast. We strongly recommend that everyone has a snack **before** they arrive at the Science Center, as dinner is served later than most children usually eat. There are no vending machines available at the Science Center.

### **Check-In**

Registration begins at 6:00 pm. If you arrive at the Science Center at or after 6:30pm, please bring your gear in with you. If you arrive before 6:00pm, please do not bring your gear in immediately. You may explore the Science Center, and then retrieve your gear from your vehicles at 6:00pm. **There will not be any place to store your gear before 6:00pm.** After storing your gear, one leader should go to the check-in table on the lower level to sign in your group. After you've checked in, feel free to explore the Science Center until Announcements, which begins at 6:30pm. If an individual or group arrives late, they'll miss activities which will not be repeated in part or in full.

### **Check-out/Pick Up**

The program ends around 9:30am. During breakfast, we ask all participants to complete evaluating cards. We are always looking for suggestions on how we can improve the quality of the Camp-In programming, and your feedback is appreciated. After you return your evaluations, you will receive your souvenir patches. **After the program is over, you are invited to stay as long as you like.**

### **Weapon Policy**

It is the policy of the Saint Louis Science Center to restrict the presence of weapons within this facility or controlled parking areas. This policy applies to all employees, volunteers, visitors, vendors or those who are not specifically authorized to carry such weapons.

Pursuant to Missouri Revised Statute section 571.107 RSMo., section (15), and Saint Louis City Revised Ordinance Code 15.130 (.10,.70) persons found to be in possession of weapons in violation of Saint Louis Science Center policy will be detained, asked to leave the facility and secure the weapon before re-entering. If the subject(s) refuse to comply, the Saint Louis Police Department will be contacted, and the subject(s) may be issued a citation fine of up to \$100.00 first offense. Possession of a firearm in a visitor's vehicle on the premises is not prohibited so long as the firearm is not removed from the vehicle or brandished while the vehicle is on the premises.

### **Building Hours and Smoking**

The Science Center is a smoke-free facility. Smoking is not allowed within the boundaries of our campus, which ends at the Oakland Ave. sidewalk. For security purposes, NO RE-ENTRY into the building will be allowed after we close our doors to the public at 6:30pm. Campers will be allowed to exit and re-enter the building beginning at 7:00am. The building re-opens to the public at 9:30am. These procedures are handled by our Security Department.