



2007 – 2008 Camp-In Letter of Agreement

The following agreement states the responsibilities for your group and Liberty Science Center for the 2007-2008 Camp-In season. Please review the entire document and initial in key locations before signing.

Group Responsibilities

Once both parties agree upon a date and a confirmation has been sent, the 25% deposit is non-refundable and non-transferable.

A. TO REGISTER YOUR GROUP

1. Reserving space for a shared overnight

Please register for your exact number or minimum anticipated number of participants.

- a. Registrations can be made by calling 201.200.1000 or by completing and returning a Registration Form, available at www.lsc.org.
- b. Once a date has been reserved, an invoice will be generated for the 25% deposit.
- c. Deposits are due within 10 days of the invoice date.
- d. If payment is not received within 10 days, Liberty Science Center reserves the right to cancel the reservation.
- e. Deposits are non-transferable and non-refundable.
- f. If we are unable to accommodate your group, your deposit will be refunded in 30 days.
- g. Deposit checks must be made out to Liberty Science Center.
- h. Please indicate on your check the date you are requesting as well as the total number of spaces your group requires including the liaison.
- i. Multiple payment methods will not be accepted.

2. Six Weeks Prior to Your Camp-In

- a. Balance of Registration Fee is due
 - i. The full balance must be postmarked six weeks prior to your Camp-In.
 - ii. Liberty Science Center reserves the right to cancel any group that does not meet this deadline.
 - iii. The group size can not be decreased after this date.

3. Two Weeks Prior to Your Camp-In

- a. Group Information
 - i. Full Roster, Transportation Information and Group Advisory Forms must be completed accurately and submitted to the Camp-In office.
 - ii. This is the last date to add additional campers to your group. Full payment is required at time of addition. Additions are subject to space availability.

_____ As Group Liaison, I have read and understand this information.

Initial Here

4. Procedures and Policies

a. Arrival and Departure

- iii. Arrival time at Liberty Science Center is 6:00 - 7:30 pm. Because our building is still open to the public, we are unable to check anyone in before 6:00 pm.
- iv. Participants must enter Liberty Science Center through the front entrance.
- v. During the night, participants will be permitted to return to their cars at the discretion of Camp-In staff.

- vi. All gear needs to be loaded back into cars or buses by 7:30 am unless other plans have been made with the Camp-In Office.
- vii. The Camp-In program ends at 9:00 am but participants are welcome to stay and explore Liberty Science Center throughout the day.
- viii. Only those listed as chaperones on the roster from the Group Liaison will be admitted to the Camp-In.
- ix. Only registered participants will be admitted. They must be of the appropriate age and gender for their specific Camp-In.

_____ As Group Liaison, I have read and understand this information.
Initial Here

- b. Group Liaison Responsibilities
 - i. Ensure chaperone-to-child ratio of 1:5 is met.
 - ii. Ensure proper group behavior.
 - iii. Handle any major disciplinary action between Liberty Science Center and campers.
 - iv. May not have any chaperone responsibilities except in unforeseen circumstances.
 - v. Keeps in his/her possession all permission slips and health forms required for the group. Groups can use their own forms or Liberty Science Center permission slips.
 - vi. Disseminate information to chaperones.

_____ As group liaison, I have read and understand this information.
Initial Here

LIBERTY SCIENCE CENTER POLICIES

A. ALCOHOL, DRUG and SMOKING POLICY

- a. Possession or use of alcohol or drugs will result in immediate dismissal from the Camp-In. There will be no warnings.
 - i. Campers possessing alcohol or drugs or who are under the influence of alcohol or drugs will be required to leave the Camp-In. The group liaison is responsible for calling parents and arranging pick-up of the child.
 - ii. Chaperones possessing alcohol or drugs or under the influence of alcohol or drugs will be asked to leave the Camp-In. In association with Liberty Science Center Security, the group liaison is responsible for removing the chaperone, arranging transportation, and finding an appropriate replacement chaperone.
- b. Liberty Science Center is a smoke-free facility.
 - i. A designated smoking area is available outside the main entrance.

_____ As group liaison, I have read and understand this information.
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B. Chaperone Responsibilities

- a. There must be one chaperone for every five children.
- b. Chaperones must remain with the children at all times.
- c. Chaperones must be 21 years of age or older.
- d. They must adhere to "Chaperone Responsibilities".

C. Cancellation Policy

Liberty Science Center reserves the right to cancel a Camp-In if necessary, though we will make every effort to contact the liaison for input prior to making such a decision. If a Camp-In continues as scheduled, groups or individual participants who choose not to attend will not be granted a refund nor will they be rescheduled. If it becomes necessary to cancel a Camp-In, all efforts will be made to reschedule the group on the earliest mutually agreed upon date.

- i. Inclement Weather
 - a. The final decision to cancel or operate a Camp-In will be made by Liberty Science Center Staff.
 - b. The final decision to cancel a Camp-In will be made no later than 12:00 noon the day of the Camp-In.
 - c. Each group liaison will be contacted and is then responsible for contacting all chaperones with cancellation information.
 - d. Liberty Science Center will have cancellation information available on voicemail recordings, the website and via e-mail.
 - e. If Liberty Science Center must close during the day, that night's Camp-In will be automatically cancelled.
- ii. Rescheduling
 - a. Cancellation of a Camp-In will result in rescheduling of the group whenever possible.
 - b. If Liberty Science Center reschedules a Camp-In and a group cannot attend, Liberty Science Center will grant a refund minus 50% of pre-committed food cost or \$5.00 per attendee.
 - c. If Liberty Science Center and the group liaison are unable to agree upon a date to reschedule, a 100% refund will be granted.

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D. Facilities

- a. Exhibits
 - i. Liberty Science Center cannot guarantee that every exhibit will be operational.
 - ii. Liberty Science Center cannot guarantee that each participant will have enough time to experience every exhibit.
- b. Liberty Science Center is not responsible for lost or stolen items. If an item is lost, please go to the Welcome Desk on the 1st floor. If the item is not recovered, you may leave contact information.
- c. Sleeping Assignments
 - i. Liberty Science Center will assign adequate sleeping space for your total group. All participants must sleep in the assigned sleeping space.
 - ii. Shower facilities are not available.
 - iii. Children and chaperones must sleep in their clothes. Changing clothing or wearing lingerie is not permitted. Tops and bottoms must be worn at all times.
 - iv. Sleeping gear, including sleeping bags, mats, pads, blankets and pillows are provided by each participant.
 - v. Air mattresses are not permitted unless prior authorization has been granted by the Camp-In office.
- d. Parking
 - i. Parking is available in the lot adjacent to Liberty Science Center.
 - ii. The lot is owned by the State of New Jersey and operated by Central Parking.
 - iii. The parking lot is monitored by Security throughout the night.

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E. Food Service

- a. Meals
 - i. You can eat prior to arrival at the Camp-In or you may purchase a light dinner at Skylines Café, open from 6:00 – 8:00 pm. Please make sure participants using the Café have checked in for the Camp-In before entering the Café.

- ii. Liberty Science Center provides an evening snack and light continental breakfast.
- iii. Special dietary needs are the responsibility of the individual child.

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F. Chaperone Orientation

- a. Orientation sessions are offered on a monthly basis. Please schedule yourself and as many chaperones as possible to attend a session prior to your Camp-In.
- b. Dates and times of orientation sessions will be scheduled by the Camp-In office.
- c. Private orientation sessions are available upon request.

G. Liability

Neither Liberty Science Center nor its employees, agents, subcontractors or representatives will be liable to any Camp-In participant, liaison, parent or to any person whatsoever, for any injury or damage to persons or property arising out of the use of the Liberty Science Center facility except to the extent such injury, loss or damage results from the negligent acts or omissions of Liberty Science Center, its employees, agents, subcontractors or representatives.

By registering for this program, you agree to these terms.

H. Liberty Science Center Staff Available During Camp-Ins

- a. Building Engineers
- b. 24-Hour Security
- c. Science Educators
- d. Overnight Staff
- e. Coordinators
- f. Managers

I. The Camp-In Patch

A Camp-In patch is given to each child at breakfast the morning after the Camp-In. This patch entitles the child to admission to the exhibit floors through September 1 following a Camp-In. The patch is not redeemable online and cannot be applied when the child is part of an organized group. Adults will not receive a patch.

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2007 – 2008 Financial Agreement

To register for a Camp-In, please return the signed and initialed Letter of Agreement along with the 25% deposit and Registration Form.

All checks should be made payable to Liberty Science Center. Payment may be made by check, money order or credit card. Payment for the entire group must be made with one check, money order or credit card charge. If paying by credit card, please complete and fax this form to 201.451.6100. If paying by check or money order, please mail payments to:

Liberty Science Center
ATTN: Reservations Department / Camp-In
251 Phillip Street
Jersey City, NJ 07305

Group Name: _____
Dates Requested: (in order of preference) _____
Total Number of Spaces: _____

Credit Card Information

Card Type: Visa MasterCard Discover American Express
Account Number: _____ Exp Date: _____
Amount Authorized to Charge: _____
Name on Card: _____ Signature: _____

The Group Liaison has read and understands the above and agrees to abide by all of the foregoing terms, policies and procedures.

Liaison Name (Print): _____ Liaison Signature: _____
Date: _____ Phone Number: _____

Accepted:
Liberty Science Center
By: _____ Title: _____
Date: _____ Phone Number: _____