



2019-2020 Kentucky Science Center Overnight Adventure Information Packet

Thank you for your recent Overnight Adventure registration and deposit. This confirmation packet contains important information to help you prepare, as well as policies and procedures that ensure a safe and fun program for everyone. Please review it carefully as there have been some changes for the 2019-2020 season.

Payment Information

A \$250.00 deposit is required at the time of reservation. All reservations must be finalized no less than three weeks in advance of your program. Full payment is due three weeks prior to program date. The Kentucky Science Center accepts cash, check, MasterCard, VISA, Discover, and American Express. Any registrants added to your confirmed reservation number, will be an additional \$30/ person, which will be added your invoice day after program. You are responsible for the full amount listed on your final invoice.

Cancelation/Refund Information

Groups must call or email to cancel all reservations. Reservations are not cancelled unless you call or email, and then receive a cancellation confirmation via email from the Kentucky Science Center. Programs cancelled three weeks before program date will result in the Kentucky Science Center keeping your \$250 deposit. Programs cancelled within three weeks of program date are non-refundable.

Inclement Weather

In the event of inclement weather, Kentucky Science Center staff will make a final decision no later than 1:00 PM on the day of the overnight. Kentucky Science Center staff will notify the group leader and/or an alternate contact. It is the group leader's responsibility to contact all participants in their group with the cancellation information. We will work with you to find the next available date for your Overnight Adventure.

Responsibilities and Roles

A successful overnight depends on planning and preparation for everyone involved! Open communication before your event will ensure a smooth evening.

What we provide:

Overnight staff and program. Staff is responsible for the educational aspects of your program. They will present activity sessions and a digital movie, and will provide assistance with schedule, free time in exhibits, and emergency situations.

Snack and breakfast. We will provide a light snack during the evening. A cold continental breakfast will be provided in the morning.

Secure storage for your items during program, and assigned space to sleep in the exhibits. All sleeping spaces will be assigned in advance.

What you provide:

Chaperones- 1 adult to every 5 campers. Chaperones are responsible for the behavior management and safety of your group, and they assist campers with all aspects of program. Chaperones must be at least 18 years of age. Campers must be with chaperones at all times during the overnight. *We reserve the right to delay your program until the necessary amount of chaperones have arrived.*

Sleeping bags, personal items and flashlights for each participant. Remember: space is limited, and campers will be busy, so pack light!

Dinner, if desired. Dinner is not provided as part of the overnight. While we recommend eating before you arrive, your group may choose to bring sack lunches, purchase dinner from the on-site

Subway, or order pizza from a nearby vendor. Please make arrangements with Kentucky Science Center if you are a group larger than 10 and plan on eating at our location before your overnight.

Before You Arrive

Our team will contact you to create and assign groups before you arrive. These groups will dictate your schedule and where your items are placed upon arrival.

These groups will be further broken down into groups based on sleeping arrangements.

Share out this information with all additional chaperones attending the overnight.

Distribute the health and permission forms to be filled out and collect them to turn in upon arrival.

If your group is part of a larger organization (e.g. Girl Scouts, Boy Scouts, etc.), also refer to that organization's policies and procedures when planning.

Call the Kentucky Science Center if you have questions or need clarification on any of this information.

Policies and Procedures

Alcohol and Drugs:

Possession or use of alcohol or drugs will result in immediate dismissal; no warnings will be given.

Chaperones or campers possessing alcohol/drugs or determined to be under the influence must be asked to leave by the group leader. In the case of campers, the group leader must notify the parents.

Smoking:

The Kentucky Science Center is a smoke-free building, including campsites, restrooms and stairwells.

Smoking is not tolerated in front of the Science Center, please exit out the front door and walk to the right.

The building is locked down at 5:00 PM Sunday-Thursday and 9:00 PM on Friday and Saturday, so there is very limited access after this time. Anyone caught smoking inside the science center will be asked to leave. Chaperones that make use of the smoking area must make sure their campers are properly supervised while they are away.

Dinner Options

It is recommended that you eat dinner before arriving for your overnight adventure. If you would like to eat onsite please note that all food and drink must be consumed in the lunchroom in science center's lower level or the snack area next to concessions. Groups are welcome to bring sack lunches.

Subway is available on-site until 9:00pm (on weekends). Walk-ins are welcome, or you can place advance orders by calling 502-625-3002. ***Please call ahead to check store hours as the science center cannot guarantee that Subway will be open. ***

The following restaurants deliver pizza to the science center. (The Kentucky Science Center does not endorse any pizza product or vendor.) If you want pizza, it is strongly recommended you place an order in the afternoon, well before you arrive. **An adult from your group must wait in the lobby to pay for your pizza – the Kentucky Science Center cannot accept or hold pizza orders for your group.**

Bearno's 502-584-7720
Pizza Hut 502-778-8000

Papa John's 502-587-7272
Domino's 502-895-3030

****Ordering food upon arrival may cause your group to miss activities. ****

When You Arrive

CHECK-IN BEGINS AT 6:00 PM in the main lobby. Staff will not be available to assist you prior to this, so please do not arrive early. **Check-in closes at 6:30 PM.** If you plan to eat at the science center before the program, please check in no later than 6:00 PM.

The loading zone in front of the science center may be used for dropping off campers and gear; cars should use flashers when stopped in this area. **The group leader should plan to arrive before the rest of the group in order to meet and coordinate group members as they arrive unless they are on the bus with the campers.**

Once the entire group has arrived, the leader or "person in charge" should do the following:

- Collect each person's Kentucky Science Center health forms and permission slips. If school group, would recommend doing this a few days before hand to ensure you have each form.
- Collect each person's flashlight and place it in a bag or box. Best if collected beforehand.
- Check-in with the overnight staff. Turn in health forms and permission slips, and pick up the overnight packet, including schedules and quick reference sheets for chaperones.
- Assist group in putting gear into designated bin(s).
- Lead group in planned activity (dinner, gift shop, or exhibit visit) until the program begins.

Sample Schedule

Evening Schedule:

Arrival	Lobby	6:00-6:30
Orientation	Cafeteria	6:30-7:00
Exhibit time/Activity Rotation	Classrooms/Exhibits	7:00-9:00
Scavenger Hunt Orientation	Atrium	9:00-9:10
Scavenger Hunt	Exhibits	9:10 –10:00
Snacks/Restrooms	Theater Entrance	10:00-10:15
Theater- Film	3 rd Floor	10:15-11:00
Prep Sleeping Areas	2 nd Floor	11:00 - 11:30
Lights Out		11:30

Morning Schedule:

Wake up Call		7:00
Pack up Gear/ Clean up spaces		7:00-8:00
Breakfast	Cafeteria	8:00-8:30

Scheduled Morning Exhibit time

Exhibits

8:30-9:30

2019-2020 OVERNIGHT ADVENTURE

WHAT TO BRING LIST

CAMPERS AND ADULTS SHOULD BRING:

All items should be packed in a trash bag with the camper's name, phone number, and organization clearly marked. To make your experience fun and trouble free, bring only the following items:

- Completed Overnight Adventure Health and Permission form (for children AND adults)
 - Leaders should keep copies of their Health and Permission forms.
- Sleeping bag/Pillow
 - Please roll up the pillow in the sleeping bag and place in a labeled trash bag (to protect the sleeping bag)
 - Air mattresses are welcome for those who may need them. Please be aware there may be limited outlets in the exhibits.
- Flashlight (group leader should collect these upon or before arrival)
- Minimum toiletries

DO NOT BRING:

- Pajamas (you'll sleep in your clothes, so dress in layers)
- **Any bag with wheels or larger than a standard backpack. If your bag is bigger than this, it will not fit into our bins and you will be responsible for it throughout the evening.**
- Electronic devices or personal items that could get lost.

DIRECTIONS AND PARKING

Due to interstate construction, please allow ample commuting time.

FROM THE NORTH, SOUTH, EAST:

As you are traveling on Interstates 65 or 71, take Interstate 64 West as you near downtown Louisville. Get into the second lane from the right and take the Third Street/River Road exit (#5B). This exit has two lanes and a traffic light at the bottom of the exit ramp. Remain in the left lane and proceed straight at the light. Turn right onto Main Street. The Kentucky Science Center is on the right side of the street between Seventh Street and Eighth Street.

FROM THE WEST:

As you are traveling on Interstate 64 East, take the Ninth Street exit (#4). Get into the left lane and turn left onto Market Street. Turn left again onto Seventh Street and then turn left again onto Main Street. The Kentucky Science Center is located on the right side of the street between Seventh Street and Eighth Street.

PARKING:

The Kentucky Science Center parking lot is located at the intersection of River Road and Eighth Street. Parking is \$8 daily. The Louisville Slugger garage, located on Eight Street just south of Main Street, is another nearby option. In the event that it is closed you can gain access to the parking lot via River Road or you may continue down Main St, take a right on Ninth Street and then a right on Witherspoon, the parking lot will be on the left.**

BUS PARKING:

Buses are welcome to pick up and unload passengers at the front of the building. For parking information, call (502) 561-6100.

