Sleepover Information Kit
Thank you

for scheduling a Sleepover Program at The Museum of Flight!

We hope that your Sleepover at the Museum will be a great experience! Our Sleepover Program is a night full of fun and educational activities including a rocket building activity, a personalized after-hours tour of the Museum’s galleries and your choice of an interactive 1 or 2-hour educational program.

In this packet you will find information about your Sleepover Program as well as handouts for parents and students. **You will also find a User Agreement to be signed and returned 30 days before your scheduled program and a Group Confirmation Form to be returned 10 days before your scheduled program.** If you have any questions or concerns, please don’t hesitate to reach out to me.

Thank you,

**Morrow Woods**  
Challenger Learning Center Educator

Email: MWoods@museumofflight.org  
Tel: 206.768.7214  
Fax: 206.764.5707
The following provides all of the general details of the Sleepover program at The Museum of Flight. Depending on the program, your schedule may vary.

Please read it over and feel free to contact us if you have any questions.

*SAMPLE SCHEDULE*

**Evening:**
5:45 p.m. Group arrival and introduction
6:30 p.m. Main educational program
8:30 p.m. Snack
9 p.m. Rocket activity
10 p.m. Late night Museum tour
12 a.m. Lights out

**Morning:**
7 a.m. Wake-up
7:30 a.m. Rocket launch
8:15 a.m. Continental breakfast
9 a.m. Group departs

*Schedule is subject to change. Earlier bedtimes will be accommodated upon request or depending on the age of your students.

**PROGRAM CAPACITY**

- **Sleepover in Space: CLC**
  30 youth max.

- **Stargazing at the Museum: Planetarium Show**
  35 youth max.

- **Sleepover on the Flight Line: ALC**
  30 youth max.

- **Sleepover on the Flight Line: Flying Gizmo Show**
  40 youth max.

- **Sleepover on the Flight Line: Aviation Exploration**
  30 youth max.

  *Note: Adults are welcome to observe, but will not be participating in programs.*

**ARRIVING AT THE MUSEUM**

**Please arrive by 5:45 p.m.** If arriving by bus, please have the driver enter through the bus loading zone on the East side of East Marginal Way South. If arriving by car, please park in the East parking lot adjacent to Boeing Field. Once you have arrived, enter through the main lobby where the Museum Staff will be waiting.

*Note: Location of entrance may change due to Museum events.*
EXTENDING YOUR VISIT

If you and your group wish to tour the Museum (either on the afternoon before the start of your Sleepover or on the morning of your departure) please let the Museum Staff know in advance in order to provide the correct number of passes.

PAYMENT

Acceptable forms of payment are purchase orders, checks, Visa, Discover or MasterCard. Because the number of attendees can change, final billing and payment will be made during your Sleepover.

CANCELLATION POLICY

The cancellation or rescheduling of a Sleepover Program must be completed a minimum of 30 days prior to your scheduled program date.

To cancel or reschedule your Sleepover, please call Morrow Woods, Challenger Learning Center Educator, directly at 206.768.7214. If you leave a voicemail, please call again later if you have not heard back to speak with her in person.

Note: Groups that cancel a program after the cancellation deadline without rescheduling the program will be charged a cancellation fee of $100. (See the User Agreement for details.)

CHAPERONE REQUIREMENTS

We require one chaperone for every five students.

The 1:5 ratio is important as the chaperone will be expected to manage up to five very excited children for 15 hours. The role of the chaperone is to facilitate the experience and assist your Group Leader with discipline. We require that all chaperones be 21 years or older.

(Note: The first ten chaperones pay the adult fee; additional chaperones pay $55 each. One adult is admitted free.)

FOOD AND DRINK

Dinner is not provided but a light evening snack will be available for all participants. The snack may consist of fruit, cheese sticks, crackers, fruit bars, water and juice.

A continental breakfast will be provided in the morning. Breakfast may include cereal, fruit, muffins or other pastries, and bagels and cream cheese. Juice and coffee may also be served.

Unfortunately, we are unable to buy food to accommodate specific dietary requests and/or requirements.

If an individual(s) in your group has allergies or dietary restrictions, please let Museum staff know before the program. Individual participants may bring their own snacks and/or breakfast with prior approval from Museum staff. We ask that you do not bring any other food or drinks into the Museum unless prior arrangements have been made.

FINANCIAL ASSISTANCE

Financial assistance for qualified organizations (those with 35% or more students in the Federal free/reduced price lunch program) is available.

Call Linda High in the Education office at 206.768.7157 or email LHigh@museumofflight.org to request an application.
Group Leader

Sleepover Checklist

For your convenience, listed below is a checklist of the items you will need to submit and/or provide for your Sleepover program. If you have any questions, please contact Morrow Woods, Challenger Learning Center Educator at 206.768.7214.

☐ Identify chaperones (one chaperone is needed for every five students).

☐ Identify a First Aid/CPR cardholder to list on the User Agreement.

☐ Email or fax User Agreement 30 days before program date.
Instructions for the agreement:
• Carefully read the agreement.
• Fill in the required information at the top and in sections 1 and 8.

☐ Photocopy Student/Parent/Guardian Information Sheets. Discuss the information sheet in class with students and send home to parents/guardians.

☐ Collect money from students and chaperones.

☐ Email or fax Group Confirmation Form 10 days before program date.

☐ Alert Museum Staff of any allergies and/or medical concerns that we should be aware of (peanut allergies, wheelchair accommodations, etc.).

☐ Photocopy the Chaperone Information Sheet and hand out to chaperones.

☐ Bring health forms, medical release forms and emergency contact information for each student, along with any permission slips or other documents required by your school or organization. (These must be kept with you but do not need to be shown to Museum staff).

☐ Bring a First Aid kit to keep with you.

☐ For your rocket activity, please bring enough empty 2-liter plastic bottles to provide one bottle for every four students.
Fill in the names of the students with their assigned chaperones. Please print clearly. Once completed, please email or fax (206.764.5707) this form to your Morrow Woods, Challenger Learning Center Educator, at least 10 days prior to your scheduled Sleepover date.

If parents of students or chaperones are Museum Members, please write their Member number next to the student’s or chaperone’s name.

GROUP NAME: ____________________________

DATE OF SLEEPOVER: ___________ GROUP LEADER NAME: ____________________________

CHAPERONE 1: ____________________________
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________

CHAPERONE 2: ____________________________
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________

CHAPERONE 3: ____________________________
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________

CHAPERONE 4: ____________________________
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________

CHAPERONE 5: ____________________________
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________

CHAPERONE 6: ____________________________
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
Sleepover Group Confirmation Form cont.

CHAPERONE 7: ___________________________  CHAPERONE 8: ___________________________
1. ______________________________________  1. ____________________________________
2. ______________________________________  2. ____________________________________
3. ______________________________________  3. ____________________________________
4. ______________________________________  4. ____________________________________
5. ______________________________________  5. ____________________________________

ADDITIONAL CHAPERONES:
The first 10 chaperones are charged the adult fee. Additional chaperones are charged $55 each.

CHAPERONE 9: ___________________________

CHAPERONE 10: _________________________

CHAPERONE 11: _________________________

CHAPERONE 12: _________________________

CHAPERONE 13: _________________________

Once completed, please email or fax this form at least 10 days before your scheduled program date to:

**Morrow Woods, Challenger Learning Center Educator**
Email: MWoods@museumofflight.org
Fax: 206.764.5707

or mail to:
The Museum of Flight Sleepover Program
9404 East Marginal Way South
Seattle, WA 98108-4097
Chaperone

Sleepover Information

Sleepovers at The Museum of Flight are student-focused educational programs, combining learning objectives with fun and excitement. For the best experience, please encourage students to answer questions from Museum staff and to accomplish the tasks and activities independently. We strongly encourage the practice of chaperones guiding student learning without providing students the answers.

Our instructors will be very busy managing and running the evening’s activities and programs. Please help your group adhere to the rules of the Museum and the Sleepover Program. Doing so allows more time to be spent engaging in the programs and having fun!

CHAPERONE CONDUCT

At The Museum of Flight, the safety and well-being of our visitors and our collections are a priority. We ask that these guidelines are followed for the enjoyment of all visitors and for the care of the collection.

- Please keep track of your assigned students at all times.
- Eat and drink in designated areas only. Adults may use the soda vending machines, but not students.
- No outside food is permitted without prior approval from the Museum. Please call the Challenger Learning Center Educator at 206.768.7214 to make other arrangements.
- Ensure that students refrain from running or rough housing and do not cross the barriers surrounding the aircraft on display.
- Please stay with the group. We are a large Museum and it is easy to get separated from the group. Participants are not allowed to roam the Museum after hours without a Museum Staff member.
- It is Museum policy that a child not be left alone with an adult. Children must go with a buddy and one adult escort to the bathroom.
- The programs and activities are designed so that students can accomplish them without adult assistance. Please let the students do as much as they can before offering to help.
Student and Parent/Guardian

Sleepover Information

Thank you for participating in The Museum of Flight Sleepover program. This information sheet is provided to ensure a smooth Sleepover experience. Please read it and review it with your student and parent/guardian.

SLEEPOVER DATE: __________________________

<table>
<thead>
<tr>
<th>WHAT TO BRING:</th>
<th>WHAT NOT TO BRING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Sleeping bag and pillow or bedroll</td>
<td>☒ Personal stereo</td>
</tr>
<tr>
<td>☐ Toothbrush and toothpaste</td>
<td>☒ Hairdryer</td>
</tr>
<tr>
<td>☐ Brush or comb</td>
<td>☒ Electronic games and toys</td>
</tr>
<tr>
<td>☐ Washcloth</td>
<td>☒ Food, snacks or gum</td>
</tr>
<tr>
<td>☐ Pajamas, t-shirt and shorts/sweatpants to sleep in</td>
<td>☐ Pajamas or nightgowns</td>
</tr>
<tr>
<td>☐ Sweatshirt or fleece jacket. A warm, waterproof jacket or coat is also recommended.</td>
<td>☐ Drugs or alcohol</td>
</tr>
<tr>
<td>☐ Bag (large enough for all items including a coat.)</td>
<td>☐ Sports equipment</td>
</tr>
<tr>
<td>Label bag with name, home phone number and group name.</td>
<td>☐ Pets and weapons of any kind (including toy weapons)</td>
</tr>
</tbody>
</table>

*Student cell phone use is allowed only in case of emergencies. Adults should attempt to limit their cell phone use whenever possible.

ARRIVAL AND DEPARTURE

Arrival time: 5:45 p.m.
Departure time: 9 a.m. (the next morning)

The program starts at 6 p.m. Please plan to arrive early by 5:45 p.m. to ensure that the program starts on time.

The Group Leader will inform you of transportation arrangements to and from the Museum. If a participant needs to arrive late or leave early, please inform the Group Leader and have them alert the Sleepover staff.

MEALS AND FOOD

An evening snack and continental breakfast are included in the Sleepover program fee. Please keep in mind that dinner is not provided. No outside food is permitted without prior approval from the Museum.

For more information, please see the description of the snack and breakfast, as well as our policy on bringing outside food and drinks into the Museum, in the “Food and Drink” section of the Information Kit.

SLEEPING ARRANGEMENTS

Participants will be sleeping in a Museum gallery which, depending on the gallery, will have either carpeted, concrete, or wood floor. Given this, a sleeping mat is highly recommended. Please keep in mind that the entire group will be sleeping in the same room unless other arrangements have been coordinated in advance.

EMERGENCY NUMBERS

To contact the Sleepover group in case of an emergency, call the Museum Security office at 206.764.5710.

Please also ensure that your Group Leader has your emergency contact information.
Sleepover Program
User Agreement

Date of program: ____________________________

Name of Group: ________________________________________________________________

Name of Group Leader: __________________________________________________________

Address: ________________________________________________________________

Primary phone: ____________________________  Cell phone: ____________________________

Email: ________________________________________________________________

Secondary contact: __________________________________________________________

Primary phone: ____________________________  Cell phone: ____________________________

Email: ________________________________________________________________

TERMS AND CONDITIONS

1. Description of Premise

The Museum of Flight and specifically “Sleepovers at the Museum” program agrees to permit User group ____________________________ to use the property identified in the Agreement as “Facility” according to the following terms and conditions. The agreement includes use of all improvements to the Facility that is required for the implementation of the “Sleepovers at the Museum” program. User group is a non-profit organization engaged in character building of boys and girls under eighteen (18) years of age, or a non-profit church organization, or school or college exempt under the provisions RCW 84.36 or a public school and the use of the property as set forth above shall be solely for educational or character building activities as set forth in RCW 84.36.

2. Food Service

“Sleepovers at the Museum” program shall provide a light evening snack and a continental breakfast. Contact the Museum if someone in your group has special dietary requirements. They may bring additional food with prior approval only. The number of meals will be in accordance with the number of participants/chaperones given to The Museum of Flight “Sleepovers at the Museum” program staff at least 10 days in advance of the date of the program.

3. Use of Premises and Schedule

During the term of this agreement, User group shall use the Facility for conducting a program and will comply with all applicable laws, codes and regulations. User group shall notify “Sleepovers at the Museum” program with information concerning the program upon request. “Sleepovers at the Museum” program prohibits
hunting, fireworks, firearms, ammunition, and explosives at the Facility. The use of gasoline, flammables, poisonous substances, and any hand or power tools are restricted and require prior authorization from the Director of Education.

4. Activity Supervision
If special activity areas or equipment are needed for the implementation of the program, “Sleepover at the Museum” program will either provide appropriately trained staff or will determine minimum qualifications for said supervision by the User group.

5. Chaperones
The User group shall provide 1 chaperone for every 5 children and all chaperones must be 21 years of age or older. Chaperones and the group leader are responsible for their group.

6. Utilities
“Sleepover at the Museum” program shall provide water, electricity, and garbage disposal without charge to User group.

7. Maintenance
“Sleepover at the Museum” program shall maintain the Facility in good condition and repair. “Sleepover at the Museum” program shall provide a shared sleeping area for your group. Separate sleeping areas for boys and girls can be provided on request. User group agrees to assist in keeping the Facility clean and shall leave the Facility free of defacement.

8. Health and Safety
a. Name of Person(s) with first aid/CPR card who will be on site on behalf of the User group:

b. “Sleepover at the Museum” program does not provide medical supervision, treatment, maintenance, or dispensing of medications for campers/participants. These responsibilities belong to the User group.

c. User group agrees to furnish a qualified adult to provide basic health supervision. A qualified adult is at least 21 years old and possesses at least a certificate of training in the principles of first aid and CPR. User group must bring their own first aid supplies and equipment. The Museum of Flight security staff is available to support the User group on a 24 hour basis in case of emergencies. Security and Museum Education staff has Red Cross approved First Aid and CPR training. User group provides insurance coverage as needed.

d. User group’s contact person shall bring, and have available at all times, a list of participants that include: names and addresses, emergency contact information, and known allergies or health concerns. Each participant (camper and staff member) under the age of eighteen (18) and not accompanied by a parent/guardian must have a signed form granting permission to seek emergency treatment.

e. Emergency transportation is available through local emergency response groups by dialing 911. User group agrees to have non-emergency transportation readily available for the duration of the program.

f. User group agrees not to transport participants in non-passerger vehicles.

g. Smoking is not permitted within 25 feet of the Facility. User group will ensure its members adhere to this rule. Group members cannot go in and out of the museum at will and smokers may be prohibited from smoking for up to 8 hours. It is understood that both “Sleepovers at the Museum” program and User group must comply with all lawful orders of appropriate fire control officials.

h. Use of vehicles at the Facility is restricted to roads and parking areas designed by the Security Manager. Posted speed limits shall be obeyed.

i. Once at the Facility, the User group is required to participate in a brief orientation to “Sleepover at the Museum” program safety regulations and emergency procedures, led by the Sleepover staff.
j. Group provides their own sleeping pads and bags. Sleeping occurs on the floor and no bedding is provided by The Museum of Flight.

k. A Museum of Flight security guard will be awake during the program, but the group leader and chaperones are first and foremost responsible for their group. Education staff will be located nearby the sleeping areas. Staff may be asleep, but they are on-call at all times. User group will receive in advance our Sleepover information packet that outlines the program, directions, parking, etc. to help the user group plan the evening.

l. No shower facilities are available to the user group. The Museum of Flight does not provide showers for the public.

9. Use Fees and Cost

   a. Maximum Students in Program
      iii. Stargazing at the Museum: Planetarium Show – 35 max.

   b. We require at least 12 youth participants in order to book a Sleepover. Our maximum capacity for Sleepovers is 60 people in total (includes both youth and adults.)

   c. The User group will be charged $100 if they do not cancel their Sleepover at least 30 days in advance.

   d. Additional Use Fees – If more persons use the Facility than the User group guaranteed, User group shall pay to “Sleepover at the Museum” program an additional fee, based on the per person rate. This fee will represent the use of the Facility by the additional persons, and will be calculated by totaling the individual charges for each additional person’s lodging or day use fee, meal charges, other per person fees where applicable and sales tax.

   e. Breakage and Damage – User group agrees to pay The Museum of Flight “Sleepover at the Museum” program the amount reasonably necessary to repair or replace property or equipment damaged or destroyed during User group’s use.

   f. Payment terms – User group agrees to deliver payment in full to the “Sleepover at the Museum” program prior to User group’s departure from the Facility. Exceptions must be approved by “Sleepover at the Museum” program staff and must be secured by a purchase order prior to arrival. User group agrees to pay interest on any unpaid approved credit balance at the rate of 1% per month (annual percentage rate of 12%)

   g. Fees are as listed:
      i. Groups of 19 or less: (includes youth and adults)
         • One FREE adult included
         • $60 per youth (age 5-17)
         • $25 per adult (age 18+) (up to 10 paying adults) and $55 per each additional adult past 10
      ii. Groups of 20 or more: (includes youth and adults)
         • One FREE adult included
         • $55 per youth (age 5-17)
         • $25 per adult (up to 10 paying adults) and $55 per each additional adult past 10
      iii. Those not spending the night will be charged $35/youth and $15/adult.
      iv. If fewer than 12 youth and 3 adults attend a Sleepover, the User group will be charged as if 12 children and 3 adults had attended, or if User group terminates this agreement without using the Facility.

10. Liability for Injury to Persons or Property

   a. User group agrees to supervise participants and to assume full control and responsibility for any
persons, entities, or things other than “Sleepover at the Museum” program personnel or property who/which are, for any reason, on the Facility grounds by reason of User group’s program or use of facility.

b. User group agrees to defend, indemnify and hold harmless The Museum of Flight and its past, present and future members, directors, officers, employees, agents, and independent contractors and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of, or in any way connected with, User group’s actions and/or failure(s) to act in respect of its use of the Facility.

c. For the purpose of this section, “any person” includes, but it is not limited to, User group’s agents and employees, participants in User group’s program, and User group’s visitors.

11. Miscellaneous

a. User group warrants that the person signing the Agreement has the authority to execute the Agreement on its behalf.

b. This agreement may be altered or amended only by written agreement of both parties.

c. The Museum of Flight “Sleepover at the Museum” program reserves the right to require that the User group remove from the Facility any person(s) participating in or chaperoning the group who is creating a disturbance, or are engaged in disturbing activities on the Facility. User group agrees to permit only authorized persons to enter the Facility and shall take all necessary steps to remove unauthorized persons from the facility.

12. Termination

a. The Museum of Flight “Sleepover at the Museum” program may terminate this agreement without any liability upon 10 days prior to written notice to User group either 1) without cause or 2) upon a determination by “Sleepovers at the Museum” program, in its sole and exclusive judgment, that the requirements of the State fire Marshal, The Department of Public Health and Safety or any statute, rule or regulation of any federal, state, or local body, imposes undue requirements or hardships on “Sleepover at the Museum” program.

b. In the event of cancellation by User group, the User group will be released from payment provided “Sleepover at the Museum” program receives written notice of termination no later than 30 days prior to event, or “Sleepover at the Museum” program re-licenses the same facility for the same period of time at the same fee. “Sleepover at the Museum” program agrees to use its best efforts to re-license the Facility in this event.

c. There is a $100 cancellation fee if the User group fails to cancel their Sleepover program without providing notice in writing at least 30 days before the date of their scheduled program.

Please sign and return this agreement indicating agreed upon dates, times, costs and services that The Museum of Flight and the “Sleepover at the Museum” program will provide. This agreement is due 30 days before scheduled program. Should this agreement not be received, signed and dated within 30 days, the User group may jeopardize securing the date and time requested in this agreement.

Signature of Group Leader: _________________________________ Date: ________________

Thank you for selecting The Museum of Flight for your group’s Sleepover experience.

Please email or fax this agreement to:

Morrow Woods
Email: MWoods@museumofflight.org
Fax: 206.764.5707

or mail to:

The Museum of Flight Sleepover Program
9404 East Marginal Way South
Seattle, WA 98108-4097