



OVERNIGHT SURVIVAL GUIDE

Thank you for registering for an overnight at Cincinnati Museum Center (CMC). You're in for an evening of discovery, education and, most of all, fun! This survival guide is designed to answer basic questions and to help you prepare your group for a great time. **Please have all adults coming with you read this in advance of your overnight.** If you or anyone in your group has other questions, please contact the Manager of Public Programs, James Aubin, at jaubin@cincymuseum.org, or by phone at (513) 768-6247

Cancellation policy for private overnights

If you need to cancel a private overnight, we ask that you do so at least two weeks prior to your event date. Your entire payment will be refunded. If you cancel your overnight within 13 days of your event, you will be refunded your total payment, minus the \$250 deposit. Final attendance count is due two weeks prior to your overnight. You will not be refunded for individuals that cancel within 13 days of your event. Please have the card you used to pay in hand when calling to cancel. Call (513) 287-7001 to cancel.

Cancellation policy for public overnights

If you need to cancel your overnight reservation, we ask that you do so at least two weeks prior to the overnight. Your entire payment will be refunded. If you cancel within 13 days of your event, we will refund your payment, minus \$25 as a cancellation fee. If you cancel the day of the event, we will not refund your payment. Please have the card you used to pay in hand when calling to cancel. Call (513) 287-7001 to cancel.

What do we need to bring?

Each participant needs to bring a sleeping bag, air mattress or bedroll, necessary toiletries and a change of clothes, if desired. Please make sure that items are labeled and that you keep your group's belongings together. The temperature inside the museums varies. We suggest layering your clothing since the temperature in some of the exhibit areas can be cool. **Please do not bring hairdryers, curling irons, tablets, laptops, personal gaming devices or other electric appliances!**

Can we bring air mattresses?

Yes, you are more than welcome to bring an air mattress. We do ask that if you choose to bring an air mattress, please make sure that the appropriate amount of people are using it. For example, a queen size air mattress should sleep two people. Keep in mind that you are sharing your sleeping space and air mattresses take up a large footprint. We want to make sure there is room for everyone.

Where will we sleep?

Your group will sleep on the floor inside of the museum exhibits or in one of our newly renovated classrooms depending on the size of your group and the availability of the museum spaces. Please be sure your group leaves clear passageways and does not block fire exits; overnight instructors will help with making sure there are clear pathways. Museum staff stays overnight with the group in a separate area. They will inform you of their location if a late-night emergency arises. As for sleep, we generally try to have the lights out by 11:00 p.m. and we will wake you up between 7:45 a.m. and 8:00 a.m.



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Can I request a certain place to sleep?

For guests with special needs, please let our instructors know at the beginning of the overnight, or contact the Manager of Public Programs, James Aubin, ahead of time and let us know your needs so we can accommodate. James may be reached by email at jaubin@cincymuseum.org, or by phone at (513) 768-6247. We will also make accommodations for groups that need to have gender-specific sleeping areas.

What should we do about meals?

Plan to eat dinner before arriving at Cincinnati Museum Center. We provide a light snack and juice that can be eaten during our break time. You are welcome to bring your own snacks if you desire. We will provide breakfast that will consist of cereal, granola bar, fruit, milk, juice and coffee for the adults. Please remember that no food or drink is allowed outside of the designated eating areas. These areas will be shared with you by one of the overnight instructors.

Where do we park?

Parking is available in front of the building. If you are a CMC Member, parking is free — just use your membership card to scan in and out of the parking lot.

If you are not a CMC member, the parking fee is \$6 per vehicle. When you enter the lot, please get a ticket from the kiosk. Take this ticket with you into the building. You can pay for your parking at our front kiosk, where you will receive a second ticket to use to get out of the lot. You can also pay with a credit card when exiting the lot.

What do we do when we arrive?

Overnights start promptly at 7 p.m., but we suggest you arrive at 6:45 p.m. for check-in at the front lobby of the Museum Center. At that time we will register your group and show you where to store your gear. Because of the difficulty of meeting groups after the program begins, we ask that you please be punctual. If you arrive before 6:45 p.m., please wait in the Rotunda and someone will be up at 6:45 p.m. to check you in.

Occasionally other events may require us to check you in at a different building entrance. In these cases our team will be in contact with you prior to the event to let you know where to go.

What are the adult leaders' responsibilities?

Museum policy requires that there be at least one adult for every 10 children and that an adult be with your group at all times. Adults are encouraged to participate with your group during the activities. Be prepared to offer guidance to anyone who needs it. Keep in mind that your CMC overnight instructors are there to guide and interact with everyone in the group. We rely on our adult chaperones to help us with group management.

Can I (we) smoke?

The Museum Center is a smoke-free building. If you need to smoke, we can arrange for you to be escorted outside the front doors of the building after the program, before bed or during open exploration. Your group must be supervised by an adult chaperone while you are away.



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Will we get to see the Museum?

Yes! After our snack break you will have free exploration of the Duke Energy Children's Museum, and, if available, the Museum of Natural History & Science and the Cincinnati History Museum. Our instructors will be around the museum to help direct you and to let you know when it's time to get ready for lights out.

Occasionally other events are held in the museum spaces, so not all areas may be accessible on the night of your event. You are guaranteed to be able to play in the Children's Museum every overnight. Additionally all guests are given next-day admission to the Duke Energy Children's Museum, Museum of Natural History and Science and Cincinnati History Museum, so even if you don't get to see everything that night, you will still have a chance to play and explore the next day!

What happens in case of an emergency?

There is a fully trained security staff on duty 24-hours a day. If someone needs to get in touch with you in case of an emergency, the security phone number is (513) 287-7048. Please have the caller indicate that you are on a museum overnight program and give your name and group name. If there is an emergency inside the museum, staff will provide assistance.

What do we do when it is time to leave?

It is your responsibility to make sure your sleeping area is cleaned up before you leave. We ask that you have your gear out of the building and in your vehicle before breakfast (roughly 8:15 a.m.). After your gear is put in your vehicle, you can come back in the building and eat breakfast. After breakfast your group will enjoy an OMNIMAX® film. After the film is over, you will have access to the Duke Energy Children's Museum, Museum of Natural History & Science and Cincinnati History Museum. You are welcome to stay and play. However, if you're ready to leave, you are more than welcome to depart and hope you enjoyed staying with us!

When do we see the OMNIMAX® film?

After breakfast, your overnight instructors will lead you over to our OMNIMAX® theater. OMNIMAX® film usually last about 45-60 minutes. After the film is over, you will have access to the museums and you are welcome to stay and play. However, if you're ready to leave, you are more than welcome to depart and hope you enjoyed staying with us!

Will we be able to visit the gift shops?

Yes! Our gift shops will be open after you exit the OMNIMAX® theater.

What is the enclosed Photo Release Form?

Cincinnati Museum Center is looking for pictures to include on our website, Facebook page and marketing materials. If you are interested in allowing CMC to take photographs of your scouts enjoying one of our programs please have each scout's parents/guardians complete and sign the attached photo release form. In order for the release form to be valid photo release forms must be signed by the parent/guardian of the child, not the scout leader.



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Photo Release Form

Date: _____

Photographer/Videographer: _____ Cincinnati Museum Center _____

I hereby grant Cincinnati Museum Center my irrevocable permission to photograph, film or record my image for use in publications, film and video productions, news coverage and documentaries. This consent is granted without compensation. All copies of my image photographed, filmed or recorded under this agreement shall constitute the sole property of Cincinnati Museum Center, which has my permission to edit, alter, reproduce or use the images in any medium whatsoever without limitation or reservation.

Subject(s) in Image

Last name: _____ First name: _____

Date of birth (for a minor): _____

Address: _____

City: _____ State: _____ ZIP: _____

Signature: _____

Witness: _____

If the subject is a minor:

The person(s) above, _____ (child's name), is under 18 years of age and I (parent or guardian's name) _____ do hereby certify that I have the right to consent and do consent to this agreement as his or her parent or legal guardian.

Name (print please): _____

Signature: _____

Witness: _____