



2018 CAMP IN REGISTRATION FORM

All Camp Ins are reserved on a first-come, first-served basis. We cannot guarantee a date until it is confirmed by our Reservations Department. A 25% deposit is due at the time of reservation. The cost per person is \$60.00.

Group Name: _____ Liaison's Name: _____

Please complete and submit this form at the time of your registration via mail, fax, or e-mail.

Group Type: Boy Scout Girl Scout Other _____
 If you are a scout group, please indicate the scouting level: _____

CONTACT INFORMATION

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Alternate Phone: _____

Email Address: _____

Total Number of Campers: _____

Camp In dates fill up fast! Please contact our Reservations Department at 201.253.1310 prior to submitting this form to ensure space is available on your desired date. After confirming, please circle the date below.

Girl-Only Evenings	Boy-Only Evenings	Co-Ed Evenings
Saturday, January 27, 2018 Saturday, March 3, 2018	Saturday, February 3, 2018 Saturday, February 10, 2018 Saturday, March 10, 2018	Friday, February 2, 2018 Friday, March 2, 2018 Friday, March 16, 2018 Saturday, April 14, 2018
All youth campers must be girls in order to participate.	All youth campers must be boys in order to participate.	Youth campers of all genders are welcome to participate.



2018 CAMP IN LETTER OF AGREEMENT

The following agreement states the responsibilities of your group and Liberty Science Center for the 2018 Camp In Season. Please review the entire document and initial where indicated before signing.

GROUP RESPONSIBILITIES

- 1) Registering and Reserving Space for Your Group
 - a) Please register for the exact number of participants from your group. If you do not know the exact number, register the minimum anticipated number. One adult is required for every five campers.
 - b) The cost per person is \$60.00.
 - c) You may register by calling 201.253.1310.
 - d) A 25% deposit is due at the time of your reservation.
 - e) Deposits are nontransferable and nonrefundable.
 - f) Your deposit will be refunded within 30 days if we are unable to accommodate your group.
 - g) We can accept only one form of payment for deposits.

- 2) Two Weeks Prior to Your Camp In
 - a) The full balance is due and must be postmarked two weeks prior to your Camp In date.
 - b) Liberty Science Center reserves the right to cancel the reservation of any group that does not meet this deadline.
 - c) The group size cannot be decreased after this date.
 - d) Your group's full Roster and Group Advisory Form must be completed and submitted to Liberty Science Center.
 - e) This is the last date additional campers can be added to your group (subject to availability). Full payment is required at time of addition.

_____ As Group Liaison, I understand and agree to these details.

Initial Here

- 3) Camp In Procedures and Policies
 - a) Arrival and Departure
 - i) Groups may arrive between 6:00 pm and 7:30 pm. Please note that because we are transitioning between daytime operations and setting up for your Camp In, we are unable to check in anyone before 6:00 pm.
 - ii) Campers arriving before 5:45 pm may not have access to the building.
 - iii) Participants will enter Liberty Science Center through the front entrance.
 - iv) All guests and bags are subject to security screening.
 - v) Participants will be permitted back to their cars at the discretion of Camp In staff.
 - vi) All gear must be loaded back into cars or buses by 7:00 am unless prior arrangements have been made with the Camp In Office.
 - vii) The Camp In program will end between 9:00 am and 10:00 am the following morning but

- participants are welcome to stay and explore the Center until closing the next the day.
- viii) Only adults listed as chaperones on the Roster submitted by the Group Liaison will be admitted to the Camp In.
 - ix) Only registered participants of the appropriate age and evening-specific gender will be admitted to the Camp In.

b) Group Liaison Responsibilities

- i) Ensure there is chaperone-to-child ratio of 1:5.
- ii) Monitor the behavior of the group.
- iii) Work with Liberty Science Center staff to handle all major disciplinary action with campers in their group.
- iv) Retain all permission slips and health forms required for the group while on site. Groups can use the same forms their organization accepts.
- v) Distribute all informational literature to chaperones.
- vi) Inform chaperones of all the rules and regulations prior to visit, as well as what they can expect on the day of their Camp In.
- vii) The Group Liaison is not permitted to be a chaperone, except in unforeseen circumstances.

c) Chaperone Responsibilities

- i) There must be one chaperone for every five children.
- ii) Chaperones must remain with the children at all times during their visit, monitoring their campers' behavior.
- iii) Chaperones must be 21 years old or older.

_____ As Group Liaison, I understand and agree to these details.

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LIBERTY SCIENCE CENTER POLICIES

1) Drug, Alcohol, and Smoking Policy

- a. Possession or use of alcoholic beverages or nonprescribed drugs/medications will result in immediate removal from the Liberty Science Center property. There will be no warnings.
- b. Campers possessing alcoholic beverages or nonprescribed drugs/medications or who are under the influence of alcohol or illegal drugs will be required to leave the facility. Local law enforcement will be notified. The Group Liaison is responsible for calling the camper's parent/guardian and arranging pick-up of the camper.
- c. Chaperones possessing alcoholic beverages or nonprescribed drugs/medications or under the influence of alcohol or illegal drugs will be asked to leave the facility. Local law enforcement will be notified when appropriate. Liberty Science Center Security and the Group Liaison are responsible for removing the chaperone and arranging transportation. The Group Liaison is responsible for finding an appropriate replacement for the chaperone.
- d. Liberty Science Center is a smoke-free building. A designated smoking area is available outside the main entrance in the parking lot. Smokers must be a minimum of 50 feet from the building.

_____ As Group Liaison, I understand and agree to these rules.

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2) Cancellation Policy

- a. Liberty Science Center reserves the right to cancel a Camp In when necessary for any reason. Groups or individual participants who choose not to attend a Camp In that is not canceled by Liberty Science Center will not be refunded or rescheduled. In the event of a canceled Camp In, all efforts will be made to reschedule the group on the earliest mutually agreed upon date.
- b. Inclement Weather
 - i. The final decision regarding a cancellation will be made by Liberty Science Center.
 - ii. Decisions will be made no later than noon on the day of the Camp In.
 - iii. Each Group Liaison will be contacted and is responsible for contacting all group members regarding the cancellation.
 - iv. Liberty Science Center will have cancellation information available on LSC.org and/or 201.200.1000.
 - v. If Liberty Science Center is closed for operation during the day, the Camp In is automatically canceled.
- c. Rescheduling
 - i. Canceled Camp Ins will be rescheduled for a date later in the Camp In season.
 - ii. Liberty Science Center will work with the Group Liaison to identify a new date.
 - iii. If a camper cannot attend on the rescheduled date, Liberty Science Center will grant a refund minus 50% of perishable food cost, or \$5.00 per camper.
 - iv. If Liberty Science Center and your group are unable to agree on a date to reschedule, a 100% refund will be granted.

_____ As Group Liaison, I understand and agree to these rules.

Initial Here

3) Exhibitions, Facilities, and Amenities

- a. Exhibitions
 - 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. Lost and Found is located at the Welcome Desk on the first floor. Liberty Science Center is not responsible for lost or stolen items.
- c. Shower facilities are not available.
- d. Sleeping Arrangements/Campsites
 - i. Liberty Science Center will assign adequate sleeping space for your group. All participants must sleep in the assigned campsite.
 - ii. Campers and chaperones must sleep in their clothes. Changing clothing is not permitted. Lingerie is not permitted. Tops and bottoms must be worn at all times.
 - iii. Sleeping gear, including sleeping bags, mats, pads, blankets, and pillows are to be provided by each participant.

- iv. Twin-size battery or manually inflated air mattresses are permitted for adults only. Raised cots are not permitted. Tents or enclosed cots are not permitted.
- v. A limited number of light-duty camping mats are available for rental on the night of your event.

e. 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 is operated by a private company, not LSC.
- iii. Parking fees go towards the greening of Liberty State Park.
- iv. The parking lot is monitored throughout the night.

_____ As Group Liaison, I understand and agree to these rules.

Initial Here

4) Food Service

- a. Campers are strongly encouraged to have dinner before arriving at the Science Center.
- b. Light dinner selections are available at Café Skylines only on select evenings.
- c. Liberty Science Center provides a scheduled evening snack and light continental breakfast.
- d. Campers are responsible for addressing any special dietary needs they may have.

_____ As Group Liaison, I understand and agree to these rules.

Initial Here

5) Liability

- a. 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.

_____ As Group Liaison, I understand and agree to these rules.

Initial Here

6) Liberty Science Center Staff

- a. Exhibition floor staff
- b. Building operating engineers
- c. 24-Hour security
- d. Science educators
- e. Overnight staff
- f. Coordinators/supervisors
- g. Managers

7) The Camp In Patch

- a. Each youth camper will receive a Camp In patch in the morning at breakfast which entitles the child to free admission to the exhibit floors until September 1, 2018. Adults will not receive a patch.

_____ As Group Liaison, I understand and agree to these details.

Initial Here

FINANCIAL AGREEMENT

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

All checks should be 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 per group. If paying by credit card, please fill out and fax this form to 201.434.6100. If paying by check or money order, please mail payments to:

Liberty Science Center
Liberty State Park
222 Jersey City Boulevard
Jersey City, NJ 07305
Attn: Reservations Department/Camp Ins

Group Name: _____

Requested Camp In Dates: (in order of preference) _____

Total Number of Spaces: _____ + _____ = _____
(Youth Campers) (Adult Campers) (Total)

Credit Card Information

Card Type: Visa MasterCard Discover American Express

Card Number: _____ Exp Date: _____

CVV Code: _____ Billing ZIP Code: _____

Amount Authorized to Charge: _____

Name on Card: _____ Authorized Signature: _____

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

Liaison Name (Print): _____ Liaison Signature: _____

Date: _____ Phone Number: _____

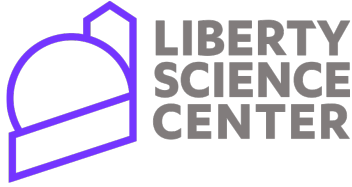
Accepted:

Liberty Science Center

By: _____

Title: _____

Date: _____



GROUP ADVISORY FORM

Group Name: _____ Liaison's Name: _____
Date of Camp In: _____

Please complete and submit this form two weeks prior to your Camp In via mail, fax, or email.

Group Advisory Forms should be as accurate as possible before submitting. However, if there are any changes, the liaison can make adjustments at the Check-In Table on the night of your Camp In.

1. We expect to arrive: On Time Late
2. We are arriving by: Individual Cars Bus
3. Does your group have any campers with special needs? Yes No

If yes, are there any special requirements or accommodations that we should be aware of?

4. Does your group have any campers with food allergies? Yes No

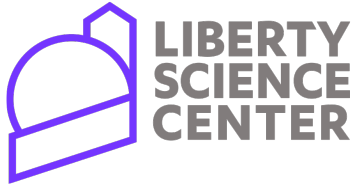
If yes, are there any special requirements or accommodations that we should be aware of?

5. The following campers will be arriving late:

6. The following campers will need to leave early:

7. Are there any campers who require overnight electricity? Yes No

If so, please explain.



ROSTER FORM

Group Name: _____ Liaison's Name: _____

Date of Camp In: _____

Please complete and submit this form two weeks prior to your Camp In via mail, fax, or email.

Rosters should be as accurate as possible before submitting; however, if there are any changes, the liaison can make adjustments at the Check-In Table on the night of your Camp In.

Please remember that the minimum chaperone-to-camper ratio is 1:5. Chaperones will be responsible for the campers in their care.

Chaperone's Name: _____

Campers:

1. _____
2. _____
3. _____
4. _____
5. _____

Chaperone's Name: _____

Campers:

1. _____
2. _____
3. _____
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5. _____

Chaperone's Name: _____

Campers:

1. _____
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Chaperone's Name: _____

Campers:

1. _____
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Chaperone's Name: _____

Campers:

1. _____
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Chaperone's Name: _____

Campers:

1. _____
2. _____
3. _____
4. _____
5. _____

Chaperone's Name: _____

Campers:

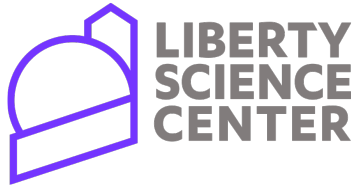
1. _____
2. _____
3. _____
4. _____
5. _____

Chaperone's Name: _____

Campers:

1. _____
2. _____
3. _____
4. _____
5. _____

Please make additional copies of this form as necessary.



2018 PACKING LIST

What to Bring to a Camp In

Campers are encouraged to bring as little as possible. There will be very little down time, so campers should not need additional distractions.

We suggest you wear:

- Layers: The building temperature fluctuates depending on what activity you are doing. It is best to be able to peel off a layer if you get hot.
- Sneakers (or your most comfortable shoes): There is a lot of walking during the Camp In. Campers are strongly encouraged not to wear flip-flops, Crocs, or sandals.

We suggest you bring:

- A sleeping bag and pillow
- A camping pad (children) / twin size air mattress(adults)
- A toothbrush and toothpaste
- A hair brush
- A sleeping mask*
- Flashlight (chaperones only)
- A large, clearly marked trash bag to put all your stuff into.

We suggest you do not bring:

- Additional food: Gum, food, and drinks are not permitted on the exhibit floors.
- Pajamas: You will be sleeping in the clothes you wore to the Camp In. Changing facilities are not available.
- Anything you need to plug in, with the exception of medical devices. These should be listed on the Group Advisory form.
- Radios, MP3 players, hand-held/portable video games, TVs, or lanterns
- Large sums of money
- Sneakers with wheels (Heelys)
- Tents
- Raised cots or chairs to sleep in

Please note that Liberty Science Center is not responsible for lost or stolen items.

Notes to remember:

- Changing clothes is not permitted.
- Shirts must be worn at all times.
- Lingerie is not permitted.
- Campers must be accompanied by a chaperone at all times.
- Shoes are to be worn when walking on the exhibit floors.
- Flashlights and cell phones are for chaperone use only.

*Please remember, for your safety, the lights in the building will never go completely out.
If you need darkness to sleep, please bring a sleeping mask.