Info for your group’s visit:

Thank you for choosing to visit the Saint Louis Science Center. See the following for more information about what to expect for your group’s visit:

Before You Arrive

- **Reservation Changes**
  Groups must make reservations before arrival. Additional tickets may be purchased at the group rate as long as tickets remain available. However, refunds or reductions in your group number can only be accommodated until 10 days prior to your visit. The Saint Louis Science Center reserves the right to determine the course of action for guests with incorrectly dated/timed tickets and/or visiting parties that do not have the correct number of General Admission Tickets for all members of the party.

- **Payment**
  Full payment for your reservation (including any paid activities or reserved food and beverage) is due 10 days prior to arrival (unless otherwise discussed with the Group Sales Department). Payment can be made with a major credit card or check. **Once purchased, tickets and food orders are a final sale with no refunds.** If you anticipate needing additional time for payment, let us know immediately, as unpaid reservations may be canceled.

- **Lunches**
  Please inquire about lunch options when making a reservation. We will be happy to go over options available with you. If you would like to order food through the Science Center, we will also be able to reserve private indoor lunch space. If you will be bringing in sack lunches, please also let us know if you will need to reserve private indoor lunch space. **Please note that space is limited and that those ordering through the Science Center will have priority in reserving space. Groups are NOT allowed to eat in The Loft or Science Café seating areas with their sack lunches.**

- **Chaperones & Gallery Age Requirements**
  Larger groups must be broken into smaller groups of 11 each with 10 students for every 1 chaperone. Chaperones must stay in their smaller groups for the duration of their visit. Each chaperone should read the included **Group Policies Acknowledgement Form.** (Some galleries may have different chaperone ratios and age requirements. Visit [slsc.org/groups](http://slsc.org/groups) for more information.)

When You Arrive

- **Parking**
  For groups arriving by bus or shuttle at the **main entrance**, please unload and pick up in the bus lane just south of the **Oakland Building entrance** (located at 5050 Oakland Avenue). For groups arriving by bus or shuttle at the **Planetarium entrance** (located at 5100 Clayton Avenue), please unload just outside the entrance. **Free bus parking is available on Macklind Avenue and The Muny Upper Lot. Buses/Shuttles are NOT allowed to park in the Science Center’s main lot or the Planetarium lot.** If arriving by car, **paid parking is available in the main lot for $15 a vehicle (debit or credit card only).**
Check-In
To start your visit, please send in one adult to check in at the box office in the lobby of the Oakland Building or the lobby of the Planetarium. A Guest Services representative will be there to greet your group. School and youth group leaders will need to pick up chaperone stickers for the adults, as well as turn in a single signed copy of the Group Policies Acknowledgement Form.

Group Policies Acknowledgement Form

The Saint Louis Science Center encourages visiting groups to discover the Science Center’s exhibits and programs with the following requirements in mind:

- Adult chaperones are responsible for group members and must actively supervise their group members at all times.
- Adult chaperones must wear the chaperone stickers provided at check-in. Extra stickers are available at the Guest Services Information Desk.
- Heelys shoes, Jetts, hoverboards, and other non-required personal transportation devices are not to be used in the building.
- The Science Center is smoke-free. E-cigarettes and vaporizers are prohibited.
- We encourage every guest to enjoy our exhibits and attractions. Please handle exhibits with care and be courteous to other visitors. Chaperones will be contacted if members of their group are being disruptive.
- Guests are required to stay in pods of 11, including both children and chaperones. We require one chaperone for every ten children.

Any groups being consistently unruly or failing to abide by these policies will be asked to leave and no refunds will be given.

The Saint Louis Science Center wants your group to have an amazing and unforgettable experience. Please contact us with any questions. For additional information, please visit slsc.org/groups. By signing this form, you agree to adhere to the Group Behavior Requirements.

Print _______________________________ Date ________________

Signature ______________________________

School/Group Name ______________________________