

Policy and Procedure Acknowledgement Form

LUNCH POLICIES – all groups must initial regardless of reserved lunch option	Initial
Reservations for use of McWane Science Center (MSC) lunchrooms are required, whether purchasing lunch from Smart Café or bringing sack lunches	
All reserved lunch times are 20 minutes in length and will not be extended	
No Commercially prepared food will be allowed in MSC	
All groups are responsible for placing any lunches brought with them in labeled bins provided by MSC. MSC staff may not remove/replace any items from vehicles	
Preordered Smart Café group lunches must be paid in full no later than one week prior to arrival. A Purchase Order Number will be accepted in lieu of full payment for group lunches If payment in full or P.O. number is not received for pre-ordered lunches by five (5) business days prior to arrival, all lunches will be cancelled Only one preorder group lunch option may be ordered for entire group	

SUPERVISORY REQUIREMENTS	Initial
McWane Science Center (MSC) Adult to Student Ratios <ul style="list-style-type: none"> • Minimum Elementary (4K-5th Grade) One (1) adult for every six (6) students • Minimum Middle (6th-8th Grade) One (1) adult for every eight (8) students • Minimum High (9th-10th Grade) One (1) adult for every ten (10) students <i>Chaperon pricing only applicable if included on group reservation</i>	
Chaperones must accompany students at all times. Any student not with their chaperon may be removed from the Adventure Halls until their chaperon or teacher can be located	
MSC reserves the right to remove an entire group if any one member participates in inappropriate or destructive behavior.	
All groups are responsible for placing any lunches brought with them in labeled bins provided by MSC. MSC staff may not remove/replace any items from vehicles	

PARKING	Initial
There is no charge for busses or vans to park in remote parking area or any space specified by McWane Science Center (MSC) staff	
There is a \$5 per vehicle charge to park in MCS parking deck. Parking is not included with any ticket or admission prices.	
Tokens may be purchased at MSC ticketing counter or \$5 cash may be used at parking deck exit	

PAYMENT	Initial
Only two (2) forms of payment will be accepted the day of visit. All cash must be in the form of a single payment	
Purchase Orders will be accepted as Authorization to bill the school for the total balance due	
Group rates cannot be applied to individual sales. If any individual tickets are separately purchased, regular admission rates will apply	
Member benefits are not applicable to any group visit and may not be applied to group reservations Members may check in individually, with no guarantee of IMAX film availability or access to reserved programs	

DEPOSITS	Initial
Non-refundable \$100 deposit, or full payment of pre-ordered lunches, is required no later than five (5) business days prior to arrival	
A P.O number or this signed and initialed form will be accepted in lieu of the deposit or full payment of preordered lunches	
If the deposit is not paid or this signed form not returned no later than five (5) business days prior to arrival your reservation is subject to cancellation.	
If the full payment or Purchase Order number for pre-ordered lunches is not received five (5) business days prior to arrival, all lunches will be cancelled.	
If cancellation notice is not received by three (3) business days prior to arrival your group will be billed the \$100 deposit	

School/Organization Name _____ Field Trip Date: _____

Teacher Signature: _____

By signing this form, you are acknowledging that McWane Science Center reserves the right to invoice the above party for the required \$100 deposit if the above party fails to cancel their visit at least three (3) business days prior to arrival