

2009- 2010 School Visit Policy Acknowledgement

**2009-2010 School group reservations, for September 8, 2009-
June 1, 2010, will be processed beginning September 8, 2009.**

Reservations

- School group reservation requests must be made in writing, via phone, or email and must be paid in full 14 days prior to visit date. Questions regarding reservations may be directed to 312-294-0361.
- Groups arriving without prepaid reservations will be admitted at FULL rate, based on availability.
- Sky Shows are subject to a fee on all days and for all performances.
- All teachers and chaperones are subject to applicable fees.
- Group rates apply daily, including Mondays and Tuesdays. September – February and selected dates when the museum’s admission fee is waved for the general public.

Payment

- The total number of people in the group may be increased at any time, on a space-available basis, with payment in full up to seven days prior to visit date.
- The total number of people may be decreased, with full refund minus the \$50 refund processing fee, up to 14 days prior to visit date.
- Refunds will not be given on reductions in size of group less than 14 days prior to visit date.
- Groups arriving at the Adler Planetarium with higher numbers of adults and children than reserved are subject to revised payment totals.
- Purchase Orders cannot be accepted as a form of payment.

Chaperones

- **You are responsible for your students and their behavior while visiting the Adler Planetarium.**
- We have a MANDATORY CHAPERONE POLICY. You must be with your students at all times during your visit. This policy applies to student groups of all ages, including high-school students.
- We require at least one chaperone for every seven students. However, you are encouraged to bring one chaperone for every four students. (A chaperone is an adult over 21.)
- ALL teachers and chaperones are subject to applicable fees.

Rescheduled Visit

Groups are encouraged to confirm their visit date with their school administration and check school calendars prior to requesting a visit date. The Adler Planetarium will make every effort to accommodate requests for change of visit date provided no more than two prior requests have been made. Groups requesting a rescheduled visit who failed to arrive at their originally scheduled date and time will be required to pay an administrative fee of \$50, in addition to the applicable admission fee.

Cancellation

The Adler Planetarium requires notice of cancellation in writing 14 days prior to visit date. Groups failing to cancel their reservation by 14 days prior to their arrival date or fail to arrive at their appointed date/



time will:

- Forfeit payment made.
- Not be allowed to transfer payments to a new visit date.
- Be required to pre-pay the total amount due for any new visit date.

Refunds

Authorized refunds will be paid by original payment method within 45 days of notice of cancellation. Groups that reduce their attendance numbers 14 days prior to their scheduled visit date will receive any refund due after their group's visit and actual numbers are calculated. A \$50 refund processing fee is applied to all refunds. Minimum refund of \$100 applies. Refunds under \$100 will receive a letter of credit for future bookings.

Refunds will be made in full for:

- Reduced number in group, provided the reduction is reported in writing **no less than 14 days prior to visit date.**
- Cancellation of group visit, provided the cancellation is made in writing **no less than 14 days prior to visit date.**
- No refunds will be issued for amounts less than \$100 due to processing costs.

Group Contact/Print Name

Group Contact Signature

Visit Date

Cell Phone Number Day of Visit

2009-2010 School Group Reservation Request Form

For assistance please call Group Sales Reservations at 312-294-0361 or email groups@adlerplanetarium.org. The reservation fax number is 312-322-9117. The Adler Planetarium is located at 1300 South Lake Shore Drive, Chicago, IL. **Note: Send required documents with check or money order to: Adler Planetarium, Attention: Group Sales Payment, 1300 South Lake Shore Drive, Chicago, IL 60605-2403.**

School Name _____

Principal Name _____

Contact Name _____

School Address _____

City, State, Zip _____

Day Time Phone _____ Fax _____

Name/Cell Phone of Group Leader _____

Email Address _____

Requested Day and Date of Visit:

First Choice _____ Second Choice _____ Third Choice _____

Time of arrival: _____ a.m./p.m.

Time of departure: _____ a.m./p.m.

Grade(s) of students visiting: _____

- Please check here to have received quarterly email teacher newsletter
- Please check here if you have students with special needs. Please indicate needs _____

Lunch Information

Do you wish to buy lunch? Yes No

Lunch order form enclosed for Food For Thought? Yes No

Do you wish to bring your own lunch and reserve seats in the lunchroom? Yes No

Number of seats requested: _____

Lunchroom time requested (20 minutes allowed for lunch in lunchroom.)

- 10:00 a.m. 10:45 a.m. 11:30 a.m. 12:15 p.m.
 1:00 p.m. 1:45 p.m.

Payment Data Check Credit Card

We do not accept Purchase Orders as forms of payment

Check # _____

Account Name _____

Account # _____ CVV2 Code* _____

Name on Card _____

Exp. Date _____ Signature _____

Billing Address, City, State, Zip _____

* 3 or 4 digit code located after your card number.

TICKETS	Price Per Student	Teacher/Chaperone	
Admission	\$6	\$10	_____ Nbr. Students _____ Nbr. Adults
Admission & Sky Show	\$14	\$16	_____ Nbr. Students _____ Nbr. Adults
Admission & Discover Our Universe	\$15	\$17	_____ Nbr. Students _____ Nbr. Adults
Additional Sky Show	\$5	\$5	_____ Nbr. Students _____ Nbr. Adults
CyberSpace Classroom	Price	Student	
Constellations: Stories of the Stars Grades K-2 Available until March 1, 2010	\$65	30 Students Per Session	_____ Nbr. Sessions
Journey to the Planets Grades 3-5	\$100	30 Students Per Session	_____ Nbr. Sessions
Survival in Space: Human Space Exploration Grades 6-8	\$100	30 Students Per Session	_____ Nbr. Sessions
Studying Cosmic Rays Grades 9-12	\$100	30 Students Per Session	_____ Nbr. Sessions
Guided Gallery Experiences	Price Per Student	Teacher/Chaperone	
Look Up! <i>One World, One Sky</i> Grades Early Preschool (Ages 3-5) Available until March 1, 2010	\$4 Maximum capacity of 15 students	\$4	_____ Nbr. Students _____ Nbr. Adults
I Can See the Universe Grades Late Preschool (Ages 4-6) Available until March 1, 2010	\$4 Maximum capacity of 15 students	\$4	_____ Nbr. Students _____ Nbr. Adults
In Our Solar System Grades: 2-7	\$5 Maximum capacity of 30 students	\$5	_____ Nbr. Students _____ Nbr. Adults
Understanding the Universe Grades 8-12	\$5 Maximum capacity of 30 students	\$5	_____ Nbr. Students _____ Nbr. Adults
Totals	Student Totals	Teacher/Chaperone Totals	
Number of people	Nbr. _____ @ _____ \$ _____	Nbr. _____ @ _____ \$ _____	
Add Cyberspace cost (maximum capacity 30 Students)	Nbr. of Students _____ \$ _____		
Add Guided Gallery Cost	Nbr. of Students _____ \$ _____		
TOTAL			

Dependent upon space availability, please indicate which shows and programs you would like to participate in:

Shows

- 3D Universe: A Symphony
 Cosmic Collisions
 Discover Our Universe
 Fly Me To The Moon
 IBEX: Search for the Edge of the Solar System
 Night Sky Live!
 One World, One Sky: Big Bird's Adventure
 Skywatchers of Africa
 Star of Wonder Available November 23, 2009-January 3, 2010

Programs

- Constellations: Stories of the Stars Available until March 1, 2010
 I can see the Universe Available until March 1, 2010
 In Our Solar System
 Journey to the Planets
 Look Up! *One World, One Sky* Available until March 1, 2010
 Studying Cosmic Rays
 Survival in Space: Human Space Exploration
 Understanding the Universe