



Date Sent: January 10, 2020  
Reservation No: 3485127000

### Group CONFIRMATION

Cincinnati Museum Center looks forward to your visit on Thursday, April 2, 2020.

Please read the enclosed IMPORTANT INFORMATION thoroughly for Cincinnati Museum Center policies that will apply to your upcoming visit. Check the date, day of week and time and contact us immediately at (513) 287-7021 if there are any discrepancies.

Hannah Shufflebarger  
Longbranch Elementary Sch  
2805 Longbranch Road  
Union, KY 41091

hannah.shufflebarger@boone.kyschool

Number	Schedule	Total
	10:00am - 12:00pm - Duke Energy Children's	
	12:00pm - 12:30pm - Lunchables	
	12:30pm - 1:30pm - Natural History & Science	
40	Discovery Ticket - Groups	
	School Child Discovery	\$320.00
20	Discovery Ticket - Groups	
	School Adult Discovery	\$160.00
Total:		\$480.00
Payments:		\$0.00
Amount Due:		\$480.00

Groups must submit payment no less than two weeks before your visit. You may pay by phone with credit card or mail a check, purchase agreement or Purchase Order to billing the address below.

Group Sales  
Cincinnati Museum Center  
1301 Western Avenue  
Cincinnati, OH 45203

WARNING: Holder voluntarily assumes all risks and dangers incidental to entering onto or within any property or facility owned, operated and/or managed by the Cincinnati Museum Center and its affiliates and subsidiaries (collectively "CMC"). Such risks and dangers include, but are not limited to, the risk of injury and loss caused by other patrons and the risk of injury and loss associated with any exhibit, event or other activity. Holder further agrees that CMC, its tenants and lessees, and any employees, volunteers or other agents of CMC or its tenants and lessees, are not responsible or liable for any injuries, expenses, claims or liabilities resulting from or related to such risks and dangers.

#### Check-In Slip

Group Leader: Present this COMPLETED FORM to the kiosk 20 minutes before your first scheduled experience.

Please note that your signature below confirms that you have read your confirmation letter, understand the group leader agreement, behavior guidelines and consequences, and understand the total amount you will pay.

Group Name: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature of group leader to verify number & visit

#### Final Count

\_\_\_\_\_, Number of Youth  
+ \_\_\_\_\_ Number of Adults  
= \_\_\_\_\_ Total Attendance

## Group Leader Agreement – Code of Conduct

Welcome Group Leader!

Please read and communicate expectations with your students and chaperones ahead of time.

### BEHAVIOR GUIDELINES

**Stay Together** - Students and chaperones must stay in their assigned 1:5 or 1:10 group for the entire visit and follow the schedule. Students must remain with a chaperone at all times. Children wishing to shop at the museum gift shop or order at the food court need to be escorted by a chaperone.

**Stay Safe** - Always walk and use an inside voice. Enjoy equipment in a safe way. Respect posted age limits, capacity limits, guardrails or barriers in certain exhibits. All chaperones must wear wrist bands that list prearranged experiences.

**Clean Up** - Keep food and drink (including gum) only in the permitted areas- all exhibits, including the Omnimax, do not permit food or drink. Smoking is only permitted outside.

**Show Respect** - To staff, other guests, exhibits, each other and ourselves.

**Groups who do not follow Behavior Guidelines may be asked to leave CMC and could have visiting privileges suspended.**

### PROHIBITED BEHAVIORS

- Any unlawful acts or behavior
- Any act that threatens the safety of our guests or staff
- Any act that threatens the safety of our exhibits or artifacts
- Any act that threatens the well-being of our building and property
- Any act that is disruptive to other patrons
- Any act that hinders our employees in the performance of their duties
- Any act that is inconsistent with the purpose of this facility, which is to provide for the education of the public
- In accordance with Ohio Revised Code 3794, smoking is prohibited inside the Union Terminal building

EXAMPLES of specific activities that are prohibited include, but are not limited to:

- The use of profanity, vulgar or threatening language
- The wearing of obscene, vulgar, or indecent clothing that is inconsistent with a family friendly environment
- Animals, other than licensed service animals
- Tampering with any museum display, artifact, artwork, or property not specifically set aside for that purpose
- The use of drugs or alcohol while on museum property, (with the exception of designated events and areas)