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Museum Agreement Group/Family Code of Conduct



Complete forms due one month prior to overnight date

The group leader must review and sign this agreement, and return it to MPM one month prior to your event in order to participate in the overnight.

Event Date: _____

Group Name: _____

(Name on reservation)

Supervising Adult: _____
(Adult attending)

In order to provide a fun and safe overnight experience, we require you to review the rules below and sign all appropriate waivers. Before visiting the Museum, please go over these general rules of conduct with your group:

1. Payments: Full payment and accurate headcount are due four weeks prior to the overnight. Groups reducing their size after their final payment are responsible for finding replacements for those participants. Please include confirmation number on your check.
2. Cancellations: Reservations are non-refundable and non-exchangeable unless the Museum cancels the overnight due to enrollment requirements or weather. If the Museum needs to cancel due to low enrollment or weather, we can transfer your registration to another program date or offer a refund.
3. The Museum has a predetermined schedule of activities for the evening and we require that you abide by Museum rules and respect Museum staff.
4. Appropriate language and respect of others is expected of all adults and children attending the overnight. Please remember that it is a privilege to spend the night at the museum and that we must have your utmost respect of the Museum and the objects in our collection.
5. Appropriate behavior and treatment of all items in the Museum and Planetarium is expected.
6. There will be a mandatory safety orientation before bedtime. This will consist of basic directions—such as where the exits and bathrooms are—as well as instructions on what to do in case of an emergency or fire. We ask that your group give the speaker their undivided attention.
7. Food and drink are not allowed on the exhibit floors (except for water in sealed containers). We ask that you keep all food and drink in the school lunchroom.
8. You may not bring any weapons, knives, matches, lighters, alcohol or tobacco, or illegal substances into MPM. The use of any of materials mentioned is prohibited within the Museum.
9. You will be assigned a sleeping area. There is absolutely no bargaining or trading of sleeping areas with another individual or group. Areas were chosen for a number of reasons, and changing your sleeping assignment could compromise the safety of your group as well as the safety of those around you.
10. It is strongly recommended that you do not bring valuables with you on your overnight. MPM cannot assure the security of your personal items.
11. Group leaders are responsible for ensuring the children in their group meet the age range policy of 6-12 years old. If children are not in the age range, your reservation may be cancelled.
12. Please carry all emergency and allergy information for your group/family.
13. Chaperones must be 21 years and older.

The Museum reserves the right to deny access or ask guests to leave if they are in violation of this agreement. If you fail to abide by the above guidelines, you may be asked to leave the Museum.

“I have read the Museum Agreement carefully and understand its contents. By signing this form, I agree to not hold the Milwaukee Public Museum responsible for injury or property damage during the overnight hours.”

Supervising Adult Signature / Date

Complete forms due one month prior to overnight date

Mail to: MPM Overnights, 800 W. Wells St., Milwaukee, WI 53233

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Museum Roster Form
Required for all participants



Complete forms due one month prior to overnight date

Sleepover Date: _____

Supervising Adult (Adult attending): _____

Group Name (Name on reservation): _____

+ Need to sleep by a restroom for medical reasons only? Please note that here: _____

|| Need to sleep near an outlet for medical reasons only? Please note that here: _____

Please list the names of all participants in the overnight and indicate the ages of all children. For every 5 children in attendance, there must be 1 adult (21+) present. Make additional copies of this form if necessary.

Roster is due one month prior to your program so we can plan sleeping arrangements. If you are attending with another family or individual who registered under another name, please note their names and group name (troop number) here so we can arrange for you to sleep near each other. If you need to be near a bathroom or outlet for medical reasons only during the night, please note that on this page. Thank you!

Chaperones/Adults (Names)	Children (Names)	Child's Age <small>Must be 6-12 years old</small>	Emergency Phone #
1.	1.		
2.	2.		
3.	3.		
4.	4.		
5.	5.		
6.	6.		
7.	7.		
8.	8.		
9.	9.		
10.	10.		
11.	11.		
12.	12.		
13.	13.		
14.	14.		
15.	15.		
16.	16.		
17.	17.		
18.	18.		
19.	19.		
20.	20.		

Mail to: MPM Overnights, 800 W. Wells St., Milwaukee, WI 53233