



# NIGHT AT THE MUSEUM

## Welcome!

The Illinois State Museum is excited that you are joining us for a fun-filled nighttime adventure. This one-of-a-kind adventure features a variety of activities and learning opportunities for the whole family. This guide will help you prepare for your stay with us and answer questions you may have. If you still have questions, please call (217) 782-6044 or email [events@illinoisstatemuseum.org](mailto:events@illinoisstatemuseum.org).

## The Basics

Children ages 7 to 11 and their chaperones are welcome. Individual families and groups can register for this event. A ratio of at least **1 adult to every 4 children** must be followed, and chaperones must be at least 21 years old. The sleepover will be co-ed.

## Cost

**Family:** \$80 for 1 child & 1 adult (\$60 Family/Household Members and higher)

Additional Participants \$35 non-members/\$ 25 members per person

**Group** (10 or more people): \$30 per person

## When and Where

- Check-in begins at 6:30 pm with activities starting at 7pm. Guests must check out by 8 am the following day.
- The Illinois State Museum is located at 502 S. Spring Street in Springfield, IL. The "V" State parking lot to the west of the Museum is open to the public after 5 pm on weekdays and all day on the weekends for parking. The "V" lot is on Edwards St between College and Spring Streets.

## Registration

Register online at [bit.ly/ismcampin2019](http://bit.ly/ismcampin2019) or mail in the paper registration form. A separate form for groups of 10 or more is available. Registration is **due Friday, February 22**.

## Payment and Cancellation Policies:

- Both groups and families must pay in full at the time of registration.
- All reservations are first-come, first-serve. Attendance is limited. Groups of 50 or more should contact the Museum about a possible private overnight.
- Overnight fees will be refunded minus a 25% cancellation fee for cancellations made five business days in advance of the overnight date. A refund minus a 50% cancellation fee will be given for cancellations made less than five business days in advance. No refunds will be given without advanced notification.
- The Museum reserves the right to cancel the overnight at any time. A full refund will be issued if the Museum cancels the overnight.

## Night at the Museum T-Shirts

Night at the Museum T-shirts are available for **\$10**, and must be ordered by **Friday, February 22**. In order to guarantee a t-shirt please pre-order. Shirts are available in adult and youth sizes. Order your shirt when you register or contact [events@illinoisstatemuseum.org](mailto:events@illinoisstatemuseum.org) to pre-order. T-shirts are non-refundable after February 22.



Illinois State Museum

**ILLINOIS  
STATE • MUSEUM**  
*explore. discover. learn. share.*

## Check-In

- Check-in will be in the Museum lobby on the first floor starting at 6:30 pm.
- At check-in, every participant (adult and child) will need to turn in an Overnight and Medical Release Form found at the end of this packet. A form must be completed by a child's parent or guardian in order to participate.
- You will receive a sleeping area assignment upon check-in. For safety, please do not change this assignment. If you have a concern, please contact a staff member.
- Each participant will be assigned to a Museum group upon arrival. This group assignment indicates when you will have snack, breakfast, and take part in certain activities.

## Group Information

- A ratio of at least 1 adult to every 4 children must be followed, and chaperones must be at least 21 years old.
- A final group roster with the names of both children and chaperones is due 1 week before the overnight. Changes in the roster must come from the group leader in writing.
- Group Leaders, please meet your group in the lobby on the first floor at 6:30 pm and check-in. Group Leaders will receive museum group assignments and schedules for their entire group.
- Group leaders will be responsible for turning in an Overnight and Medical Release Form for every group participant (adult and child) at check-in. A form must be filled out by a child's parent or guardian in order to participate.

## Check Out

- Check-out will be in the Museum lobby on the first floor starting at 7:30 am. All families and groups must be checked out by 8:00 am. Please sign out before leaving the Museum.
- Group leaders will sign out for the entire group.
- Group leaders are responsible for coordinating pick up with parents not attending the sleepover, outside of the Museum. No one will be allowed entrance into the Museum to pick up a guest.

## Food/Snacks

A light snack will be provided at the overnight. A light continental breakfast will be provided in the morning before check-out. No outside food or drink is allowed at the overnight unless you require a specialized diet; in which case, you can drop off food labeled with your name at check-in, and it will be available to you during meal times. **Food and drinks (besides a water bottle) are not allowed in unmarked areas at any time.**

## Tips on What to Bring

- Sleeping bag and pillow
- Sleeping mat, twin sized air mattress or army cot (electricity access is limited)
- Washcloth, small towel, soap, toothpaste and toothbrush, other small toiletries
- T-shirt and shorts or sweat pants for sleeping, no pajamas (shirt and pants must be worn at all times)
- Earplugs (sometimes our Mastodon snores)
- Eye-mask (some security lights will remain on for safety)
- Flashlight
- Water Bottle
- Flip-flops or slippers w/rubber soles (footwear must be worn at all times)
- Book to read
- Medications (in a plastic bag with name clearly labeled)

## Tips on What NOT to Bring

- Tents (all sleeping spaces are indoors)
- Air mattresses larger than twin size
- Pajamas (shirt and pants must be worn at all times)
- Slippers with soft soles (please wear footwear with a hard or rubber soles in the Museum)
- Knives or weapons of any kind
- Toys or games of any type
- Expensive electronics, money, or valuables (all overnight items are stored in public areas)
- Alcohol or any illegal substances
- Outside food or drink (except for medical necessity)

## For a Fun & Safe Time

Please follow these rules when attending the Night at the Museum:

- Adults must accompany children at all times (even to the restroom at night).
- Chaperones are responsible for the behavior of everyone in their group.
- We ask that you observe quiet after 11:30 pm.
- Be respectful of other people and their belongings.
- Do not run or play on stairways, escalators or elevators. There will be plenty of ways to have fun.
- Guests must wear shoes at all times when walking around the Museum (even at night).
- No food or drink is allowed outside designated areas. Alcohol is not permitted anywhere.
- Photos may be taken anywhere in the Museum, with no flash in the second floor art gallery.
- Don't set up your bed in front of marked exits or stairwells and leave walkways clear. We don't want anyone being stepped on in the dark.
- A Museum security guard is on duty at night and Museum staff will be available if needed. If you have any problems or an emergency, please contact a staff member or guard.
- Should an emergency arise, you will be directed by Museum staff and security personnel. Please follow their directions quickly and quietly.
- Please notify us a least one week before the overnight if you or any member of your group has any special needs or accommodations. We are better able to accommodate your needs with advance notice.
- The Museum reserves the right to ask anyone to leave the overnight, without a refund and regardless of the hour, who does not adhere to these rules or behaves inappropriately (inappropriate sleeping locations, excessive noise, safety issues, or any other disturbances).

## Sample Program Schedule

Final schedule will be available at the overnight.

### Evening

6:30-7 pm	Check In (Museum lobby)
7-7:30 pm	Welcome activities
7:30-9:30 pm	Rotating Activities and snack
9:30-11 pm	Self-guided Museum Tour and Activities
11-11:30 pm	Ready for bed
11:30 pm	Lights out

### Morning

7-8 am	Good morning! Breakfast and pack up
7:30-8 am	End of the overnight. Check-out



# NIGHT AT THE MUSEUM

## Frequently Asked Questions:

### How do families check-in?

Please arrive between 6:30 and 7:00 pm. This gives you time to get checked in, put down your gear, and make it to the welcome activities at 7:00 pm. Remember overnight & medical release forms are due upon check-in.

### How do groups check-in?

Group leaders must check-in their group and will receive all overnight information. Group leaders must turn in all medical release forms for everyone in the group at check-in. Group members, please know the name of your group and group leader. After checking in, groups are welcome to drop their gear in the gear drop-off location.

### What if the group leader is late for check-in?

If your group leader cannot make it to check in at 6:30 pm, they should have a secondary leader check in for the group.

### What if I arrive Late?

Please make every effort to arrive on time, but if you arrive late, you can enter through the main entrance until 8:00 pm. If you are going to arrive later than 8:00 pm please contact the Museum to make arrangements.

### Can we substitute someone in our group?

Substitutions are permitted with no less than 1 week notice prior to the sleepover date. Substitutions between adults and youths are allowed as long as a 1 to 4 ratio is maintained. All guests must have completed overnight & medical release forms.

### Can we add people to our group?

If you want to increase your group size or make changes to your reservation, please contact [events@illinoisstatemuseum.org](mailto:events@illinoisstatemuseum.org) or (217) 782-6044. Spaces are provided on a first-come, first-serve basis.

### Will dinner be provided?

No. The Museum will provide a snack Friday night and light breakfast on Saturday morning. PLEASE eat dinner before arriving at the Museum. No outside food or drink is allowed at the overnight unless you require a specialized diet. (Bring food labeled with your name to check-in, and it will be available during meal times.) **Food and drinks are not allowed in unmarked areas at any time.**

### Where do we sleep?

Guests will have the opportunity to sleep on the first and lower levels of the Museum. Sleeping areas are assigned at check-in and are assigned based on the size of your group. Every effort is made to put groups of the same gender in the same area. However, because of the capacity of sleeping areas, we cannot guarantee this. If you have a problem or concern about your assigned sleeping area, please contact a staff member.

### Does the Museum get cold at night?

The Museum is a large building and temperature will vary from area to area. We recommend you bring layers — like a t-shirt and a sweatshirt.

### Can we stay up all night exploring the Museum?

Lights out is at 11:30 pm, at this time we ask that all guest remain in their sleeping area and join the mastodon in getting a little shut eye.

### Can we leave early the next morning from the overnight?

Yes, guests may leave as early as 7:00 am. If you must leave before 7:00 am, please make arrangements before the start of the overnight. All guests must be checked out by 8:00 am.

### Will I have access to 24 hour electricity in my sleeping area?

Electricity is limited in the exhibit areas. If you need overnight access to electricity (for example if you use a CPAP), please contact [events@illinoisstatemuseum.org](mailto:events@illinoisstatemuseum.org) or (217) 782-6044 at least one week before the overnight to make sure you are directed to a sleeping location that will have working outlets. We cannot guarantee an outlet to charge personal electronics overnight.

### Can I bring an inflatable air mattress?

Yes, maximum size is a full size. Due to space constraints, we ask that full size mattresses only be used when two guests will be sharing the mattress. Electricity is limited, but there will be a place to blow it up at bedtime.

### Are the exhibits and programs handicap accessible?

Yes. All exhibits and program areas are handicap accessible. Please contact the Museum at least one week before the overnight if you have specific needs.

Additional Questions? [events@illinoisstatemuseum.org](mailto:events@illinoisstatemuseum.org) • (217) 782-6044

# Adult Overnight & Medical Release Form

An Overnight & Medical Release form must be filled out for each adult attending an Illinois State Museum overnight program. An adult chaperon must be 21 years or older.

Group Leader Name (if applicable) \_\_\_\_\_

Participant Name (First & Last) \_\_\_\_\_

Gender \_\_\_\_\_

Primary Phone \_\_\_\_\_

Alternative Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**In Case of Emergency**, list two people who can be reached overnight

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**Please list any allergies, medications, and/or medical/behavioral concerns**

I have read the information packet and agree to abide by all the rules and standards regarding the Illinois State Museum's Overnight program.

I understand and agree that the Illinois State Museum staff may, in its sole discretion, call 911 to arrange any medical treatment. Additionally, I understand and agree that I will be responsible for all costs incurred in connection with this or any other treatment.

I hereby release and hold harmless the State of Illinois and the Illinois Department of Natural Resources (IDNR), its divisions, officers, employees, agents, invitees and other individuals acting on behalf of the foregoing, from any and all costs, expenses, losses, claims, damages, liabilities, settlements, investigations by any local, state or federal regulatory agency, inquiries, judgments, findings, costs and expenses and reasonable attorneys' fees (including the reasonable value of time spent by the Illinois Attorney General's Office) and the costs and expenses and reasonable attorneys' fees of other counsel required to defend IDNR, its divisions, officers, employees, agents, invitees and other individuals acting on behalf of the foregoing, arising out of or in connection with my participation in this program/event at the Illinois State Museum. This release expressly includes negligence and other acts or omissions that result in personal injury, death or property damage.

Participant Name (print) \_\_\_\_\_

Date \_\_\_\_\_

Participant Signature \_\_\_\_\_

Questions? [events@illinoisstatemuseum.org](mailto:events@illinoisstatemuseum.org) • (217) 782-6044

# Youth Overnight & Medical Release Form

An Overnight & Medical Release form must be filled out by a parent or guardian for each child attending an Illinois State Museum overnight program.

Group Leader Name (if applicable) \_\_\_\_\_

Youth's Name (First & Last) \_\_\_\_\_

Birthdate \_\_\_\_\_

Age \_\_\_\_\_

Gender \_\_\_\_\_

Parent/Guardian Name (First & Last) \_\_\_\_\_

Primary Phone \_\_\_\_\_

Alternative Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

**In Case of Emergency**, list two people who can be reached overnight

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**Please list any allergies, medications, and/or medical/behavioral concerns**

As the parent/guardian of the above-named child, I have read the information packet and agree to abide by all the rules and standards regarding Illinois State Museum's Overnight program. Additionally, I have read the information packet and have explained the rules and standards regarding the Illinois State Museum's Overnight program to the above-named child.

As the parent or guardian for the above child, I understand and agree that the Illinois State Museum staff may, in its sole discretion, call 911 to arrange any medical treatment. Additionally, I understand and agree that I will be responsible for all costs incurred in connection with this or any other treatment.

As the parent/guardian for the above child, I hereby release and hold harmless the State of Illinois and the Illinois Department of Natural Resources (IDNR), its divisions, officers, employees, agents, invitees and other individuals acting on behalf of the foregoing, from any and all costs, expenses, losses, claims, damages, liabilities, settlements, investigations by any local, state or federal regulatory agency, inquiries, judgments, findings, costs and expenses and reasonable attorneys' fees (including the reasonable value of time spent by the Illinois Attorney General's Office) and the costs and expenses and reasonable attorneys' fees of other counsel required to defend IDNR, its divisions, officers, employees, agents, invitees and other individuals acting on behalf of the foregoing, arising out of or in connection with the above-named child's participation in this program/event at the Illinois State Museum. This release expressly includes negligence and other acts or omissions that result in personal injury, death or property damage.

Parent/Legal Guardian Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_

Questions? [events@illinoisstatemuseum.org](mailto:events@illinoisstatemuseum.org) • (217) 782-6044