

penguins + pajamas



Group Planning Guide

Thank you for choosing to join us for a Sleepover.

The California Academy of Sciences is a place to explore, explain, and learn about sustaining life around us! Visit an aquarium, planetarium, and natural history museum—all under one living roof.

To prepare for your visit, we have put together this planning guide to give you all the information you need to enjoy the wildest sleepover ever! Please note, this planning guide is for groups who purchased group tickets (<10 people, member or non-member) for the event. If you are attending with a group of less than 10, please read the [Individual Planning Guide](#).



CALIFORNIA
ACADEMY OF
SCIENCES

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Timeline

2+ MONTHS IN ADVANCE

- 1 Designate Group Leader in charge of organizing the group.**
They will be the Academy's point of contact and will be responsible for:
 - » Collecting total number of adults and kids interested in attending
 - » Making payments for the group
 - » Making adjustments to numbers for the group
 - » Collecting and submitting a roster including names, emergency contact information, and ages of all guests
 - » Collecting and submitting a waiver for each attendee
- 2 Set up your reservation! Submit a [group reservation](#) request to begin your order.**
Call us at 415-379-8484 or email us at penguinsandpajamas@calacademy.org with questions. *A non-refundable 50% deposit is due when the reservation is requested. (Details on pg 4)*
- 3 Start collecting roster and waiver information from confirmed attendees.**
(Details on pg 5)

1 MONTH IN ADVANCE

- 1 Finalize group list.**
- 2 Submit final payment.**

3 WEEKS IN ADVANCE

- 1 Submit completed group roster and waivers.** *(Details on pg 5)*
- 2 Share details about what to pack and what to bring.** *(Details on pg 6)*
We'll email you reminders and a schedule prior to the event.

2 WEEKS IN ADVANCE

- 1 Follow up on any incomplete or missing paperwork.**
- 2 Email us at penguinsandpajamas@calacademy.org if any attendees have food allergies or dietary restrictions.**
- 3 Review the check-in policy and plan arrival with your group.** *(Details on pg 7)*
Reminder: there is no overnight parking in Golden Gate Park and parking in the Garage is included in the event.

SLEEPOVER DAY

- 1 Park in garage and bring your parking pass to the event.**
We will validate it in the morning. (Details on pg 6)
- 2 Line up with your gear no earlier than 5:30 PM.**
- 3 Have fun!**



Before You Come

Penguins + Pajamas Sleepovers are a great way to enjoy the Academy after hours, without the daytime crowds. The events run from 6:00 PM to 8:00 AM and offer unique programs and experiences.

CHILDREN AND CHAPERONES ELIGIBILITY REQUIREMENTS

- » Our Penguins + Pajamas sleepover program is open to children ages 5-17. An adult chaperone (25 and older) must accompany every group of no more than five children, and assume full responsibility for such children.
- » No persons 25 and older may participate in the Sleepover unless accompanied by a child for whom the adult is responsible. Similarly, no unaccompanied children may participate in the Sleepover. People between the ages of 18 and 24 are welcome, but may not serve as chaperones.
- » Chaperones are responsible for the behavior and safety of the children attending, who must be accompanied by an adult at all times.
- » All our events, including scout exclusive events, are co-ed, and we welcome moms, dads, brothers, sisters, and even interested friends as part of your group.

REFUNDS

- » For groups of 10 or more, we require a non-refundable 50% deposit upon booking. We must receive full payment and any reductions to group numbers at least 30 days before the event.
- » Note that tickets are non-refundable and non-transferable to other dates. However, in the event the Academy must cancel a scheduled program for any reason, participants will receive a full refund. The Academy is not liable for any other expenses that the participant may have incurred in preparation for and/or during the Sleepover.
- » To inquire about bookings, payments or refunds, please contact us at 415-379-8484.

PRE-ORDERS

- » Pre-order Penguins + Pajamas exclusive merchandise to pick up on the night of your sleepover. From penguin t-shirts, to fuzzy slippers and bedtime stories, we have a collection of penguin products to make your sleepover even more memorable. Use promo code **PPSLEEP** to save 15%. Choose in-store pickup as the delivery method option and we will have your items waiting for you when you arrive! [Shop Here](#)



Required Documents

The Group Leader is responsible for submitting a roster of all group attendees as well as waivers for all group attendees no later than three weeks prior to the event.

DOCUMENTS

- » **Roster:** The roster must be filled out using the [Academy's template](#) and must list an offsite emergency contact (name and phone number of adult not attending) for all attendees.
- » **Waiver:** A completed [Waiver of Liability](#) form (pg 10) for each adult and each child attending the Sleepover must be submitted prior to entry. The Waiver must be signed by the child's parent or guardian, and must identify the adult who will be responsible for the child during the Sleepover. *Waivers must be signed in pen, and waivers completed with pencil or digital signature will not be accepted.*

SUBMITTING DOCUMENTS (CHOOSE ONE)

- » **Google Folder**
Please email us with your gmail address at penguinsandpajamas@calacademy.org, and we will set up a shared folder for you. When possible, include each individual's waiver, or each family's waivers, as a separate document for more efficient processing. When possible, please name the documents [Last Name], [First Name] (ex. "Smith, John").
- » **Email**
Please send them to penguinsandpajamas@calacademy.org. Emailed waivers need to be clear, legible, high-quality scans (not photographs) in order for us to process them. When possible, please include each individual's waiver, or each family's waivers, as a separate document for efficient processing. When possible, please name the documents [Last Name], [First Name] (ex. "Smith, John").
- » **Mail**
Please gather all **original** waivers into one packet, including [the cover sheet](#). Mailed waivers must be the original waiver signed in pen and must be received no later than two weeks prior to the event. Photocopies, pencil, and digital signatures will not be accepted. Individually sent waivers will not be accepted.

Mail all waivers to:

Specialty Tours Department
California Academy of Sciences
55 Music Concourse Drive
Golden Gate Park
San Francisco, CA 94118

**Incomplete or missing forms will delay entry into the event.
Every person attending the overnight must have a signed liability release waiver (absolutely no exceptions).**



Packing

DO BRING

- » Pillow
- » Sleeping Bag
- » Air mattress or sleeping pad (electricity is available). **Full or queen size air mattresses are welcome as long as they are shared by more than 1 guest.*
- » Washcloth/toiletries (showers not available)
- » Appropriate sleepwear and comfortable layered clothing
- » Reusable water bottle
- » Camera
- » Earplugs and night mask (optional)
- » Appropriate footwear/hard soled slippers. **Hard soled shoes/slippers must be worn at all times.**

DON'T BRING

- » Flashlights (flashing lights disturb the animals)
- » Tents
- » Outside food or drink, except in connection with a special diet
**Email us in advance to make arrangements*
- » Coolers
- » Chewing gum
- » Balloons, gifts or party favors
- » Wheeled shoes, skateboards, scooters
- » Radios, MP3 players, DVD's, computers (electronics)
- » Weapons

Parking

- » **Please park in the Music Concourse Garage; Overnight street parking is not allowed due to Golden Gate Park regulations.** Please note the garage is not operated by the Academy and, as such, the Academy makes no representations concerning the garage or your ability to park in it.
- » Overnight garage parking is included with your Penguins+Pajamas admission, and validation is provided in the morning prior to departure, so bring your parking ticket with you.
- » For information on how to get to the Academy, please visit http://www.calacademy.org/visit/getting_here/



Check-In and Sleep Areas

CHECK-IN

- » You are welcome to line up starting at 5:30 PM, but please note that there are no early entries into the event. To be fair to all attendees, you may not hold spaces in line for those who are not present.
- » The doors will be open for check-in from 6 to 8:30 PM. Please use the main entrance located at 55 Music Concourse Drive, San Francisco, CA 94118. ***If you cannot arrive during this window, please call us in advance at 415-379-5854 to make other arrangements.***
- » Bring all overnight gear with you when you check-in, and mark it with an identification label to avoid mix-ups.
- » For security purposes, once you check in you will not be permitted to leave the Academy for any purpose until the end of the Sleepover. If you must leave during the night for any reason, you will not be allowed re-entry until the Museum opens the next day. Doors open and check-in begins at 6 PM.

SLEEP AREAS

- » **For all guests, passes reserving a sleep area are handed out on a first-come first-served basis during check-in and cannot be collected for individuals not yet present.**
- » Sleep Areas include the **Aquarium, Lower Swamp, African Hall, Earthquake,** and **Color of Life.**
 - Aquarium:** Mix of lighter and darker areas, water noise audible, few open spaces
 - Lower Swamp:** Mostly open space looking into water view of the swamp, limited size
 - African Hall:** Open space, mostly dark, views of dioramas and the penguins
 - Earthquake:** Mix of open and smaller spaces, mostly dark
 - Color of Life:** Mix of open and smaller spaces, mostly dark
- » Sleep areas may not be reserved in advance and sleep spaces within sleep areas cannot be reserved.
- » After checking in, you will store your gear in the Academy at a specified location until it is time to set up your sleeping area. **Gear will be unavailable between 7:30 and 9:30 PM.**

IMPORTANT NOTES FOR GROUPS

- » Sleep cards are distributed on a first come first served basis when participants check-in to the event, so you can pick up sleep cards for anyone present and in line with you, but only for those individuals, and not for guests who are not yet present, or further back in the line.
- » If your group is arriving at different times, you do not need to wait for the whole group to arrive to enter. We will use your roster to check in guests when they arrive, and they will chose the sleep area for themselves as they check-in.
- » If parts of your group are arriving separately, we cannot guarantee that the whole group will be able to sleep together. If sleeping together is a priority for your group, we recommend that your group arrive and line up together.
- » There is no holding places in line to check-in. If part of your group arrives later, the second part of the group must enter the line at the back, and not cut ahead of anyone else who has arrived before them.
- » We do not keep track of what areas guests have requested, so if your group would like to try to sleep together, please instruct chaperones on which area(s) to request prior to their arrival.



Food

- » You are welcome to eat before you arrive, or, dinner and drinks are available for purchase at the Academy Cafe, which will be open from 6:00 to 8:30 PM.
- » A snack will be provided and can be picked up between 6:30 and 9:00 PM.
- » Breakfast, included in your ticket price, will be provided between 6:30 and 7:45 AM.
- » Outside food and drinks are prohibited except in connection with specific dietary requirements. Please email us at penguinsandpajamas@calacademy.org for specific instructions for those with dietary requirements.

MENU (V = VEGAN, GF = GLUTEN FREE)

- » Sleepover evening snack varies, but will always include:
 - Fruit (v, gf)
 - Milk and water
 - Sweet Treat
- » Sleepover morning breakfast (6:30 AM to 7:45 AM) varies but will always include:
 - Fruit (v, gf)
 - Hot option (eggs, meat, potatoes)
 - Assorted cereals
 - Oatmeal (v, gf)
 - Juices, coffee, tea and milk

Evening Activities and Sleep Set Up

- » Activities will be ongoing throughout the evening, and you are welcome to choose the activities you wish to participate in, or use the time to explore the Academy. A schedule for the event will be emailed out prior to the event, but program schedules are subject to change.
- » Between 9:30 and 10:00 PM you will have the opportunity to retrieve your gear and choose a sleeping spot. Set up times are assigned by sleep areas, and all guests in each area will get access at the same time.
- » Adults and children must stay together when setting up sleep areas. In the interest of fairness and safety for all our guests, please do not send individuals ahead to reserve spaces; we will ask individuals who do so to leave the area and wait for the rest of their group.
- » Individuals with mobility issues requiring assistance, please check-in with the Coordinator prior to gear retrieval.
- » Quiet Hours begin in the sleep areas at 10:30 PM. Please make sure you have finished setting up your gear by then, and if you remain in the sleep areas, remember to keep your voices low to ensure that other guests can go to sleep.
- » Bedtime is 11 PM, lights out (including cell phones) is at 11:15 PM, and wake-up is between 6:15 and 6:30 AM.
- » The Academy reserves the right to ask any participant(s) to leave the Sleepover for failure to adhere to the [Sleepover Safety Rules](#) (pg 9) and [Eligibility Requirements](#) (pg 4). No refund will be provided in such an event.

In the Morning

- » Depending on your sleep area, wake-up time is either 6:15 or 6:30 AM. Please pack up your gear and bring it upstairs to stow before going to breakfast. Sleep areas must be clear by 7:00 AM.
- » Breakfast is available in the Cafe from 6:30-7:45 AM, and the Lab Junior Store will be open from 7:00 to 8:00 AM.
- » Departure is from 7:30 to 8:00 AM. All guests must vacate the Academy with their gear by 8:00 AM, even if they plan on visiting the Academy after the Sleepover.
- » Parking validation is distributed as guests exit.
- » Sleepovers include next-day admission, and hand stamps will be provided as you exit in order to re-enter. The Academy will reopen at 9:30 AM on Saturday mornings, and at 10:00 AM on Sunday mornings.

If you are planning on revisiting when the Academy reopens, we recommend that you leave the car in the garage and use the validated parking pass when you are ready to leave for the day.

Safety Rules

To provide a safe and enjoyable environment for our guests, our staff, the exhibits and the animals, the following activities, and any similar activities, are prohibited:

- » Running, yelling, climbing
- » Smoking, or the use of smokeless tobacco products, in the Academy or in Golden Gate Park
- » Outside food, except in connection with a special diet, e.g. food allergies
- » Excessive use of cell phones (except in an emergency)
- » Throwing materials of any kind
- » Tapping on the aquariums or other exhibits
- » Removing, or adding, anything to an exhibit
- » Using the tanks and/or windows as writing surfaces (they scratch easily)
- » Attempting to frighten or harass the animals in any manner
- » Touching the animals and/or exhibits except in designated areas



California Academy of Sciences
Penguins + Pajamas Sleepover Release and Waiver

Risks. The undersigned on behalf of him/herself ("Participant") or, as applicable, as parent and/or legal guardian of Participant ("Guardian"), understands that participation in the Penguins + Pajamas Sleepover Program (the "Program") may present possible risks. Participant assumes any and all risks associated with the foregoing and Participant and, as applicable, his or her legal guardian, agree to hold the Academy harmless from any loss or damage that Participant may suffer as a result thereof. Participant and, as applicable, Guardian certify that they have received a copy of and have read and agree to abide by the Penguins + Pajamas Sleepover Safety Rules and Eligibility Requirements, and that Participant is in good physical condition and is safely able to participate in this program. All relevant allergies and physical and medical conditions that would or could affect Participant's participation in the Sleepover are identified below.

Treatment. In the event of need, Participant and, as applicable, Guardian, hereby grants permission for the California Academy of Sciences, or its authorized representatives, to arrange for such medical care as Participant may require, including examinations, treatment, immunizations, etc. by a physician or surgeon of any licensed hospital. In the event that Participant needs medical treatment, Participant, and/or Guardian as applicable, hereby consents and authorizes the Academy to permit treatment. Participant and/or Guardian as applicable, agrees to be responsible for the cost of any medical services and to indemnify the Academy for such expenses.

Release. Participant and, as applicable, Guardian further agree to release, indemnify, hold harmless and defend the Academy and its members, trustees, directors, officers, employees, contractors, agents, affiliates, and successors and assigns (collectively "Releasees") from and against any claim which Participant, his/her legal guardian(s), or any other person, may have for any losses, damages, or injuries arising out of or in connection with Participant's participation in the Program. The Academy shall also not be responsible to Participant, Guardian, and/or any other person for illness, injury or damage to or loss of property due to Participant's own acts or omissions.

Photos. During a Participant's participation in the Program, the Academy or others may take photographs and/or record video or audio tapes that include Participant's image and/or voice (collectively, "Photos"). Participant and/or his/her legal guardian as applicable, on behalf of Participant and his/her respective heirs, successors and assigns, (i) hereby releases and waives any and all interest he/she may have in and with respect to the Photos, including but not limited to his/her right of privacy and/or right of publicity; (ii) grants the Academy permission, but in no way requires Academy, to use Participant's name in connection with such Photos; (iii) agrees that the Photos are the sole and exclusive property of the Academy and that Releasees may, without payment to the Participant or anyone else of any consideration whatsoever, take, make, edit, enhance, revise, and use the Photos for use in advertising of the Academy and Academy programs anywhere in the world; and (iv) hereby and forever releases and discharges Releasees, from, and covenants not to sue or commence arbitration proceedings against any of the Releasees with respect to, any and all claims, actions, causes of action and demands of every kind and nature in law, equity, or otherwise, known or unknown, suspected or unsuspected, disclosed or undisclosed, for damages, losses, liabilities, costs and expenses, actual or consequential, past, present and future, arising out of or in any way related to the Photos and Releasees' use thereof pursuant to the terms of this Release and Waiver.

California Release. Participant and/or his/her legal guardian as applicable hereby expressly waives the provisions of Section 1542 of the Civil Code of the State of California which reads as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

Participant's Information:

Print Name: _____ Date: _____

Signature: _____

If Participant is less than 18 years old at the time of the signing of this Agreement:

Parent/Guardian Print Name: _____

Parent or Guardian Signature: _____ Date: _____

Participant's Allergies: _____

Participant's Physical or Medical Conditions: _____

Print Name of Attending Adult: _____
(Adult on-site responsible for the Participant during the Sleepover)