



## SCHOOL FIELD TRIP INFORMATION AND POLICIES

Please read this information carefully. Many of our policies and procedures have changed.

### FIELD TRIP RATES:

**Minimum requirement to book a reservation is 20 people or \$90.00 Fee**

- Ticket prices are \$4.50 per person. One (1) teacher for every ten (10) paying students will receive free admission. Bus drivers are free.
- Parents or other chaperones who are meeting your group at the Planetarium will also receive the discounted group rate of \$4.50 per person. These parents and other chaperones will purchase their tickets AFTER the students and teachers have arrived and checked in. Teachers are expected to validate any additional parents or chaperones in attendance.
- Payment can be made by cash, check, or purchase order. When paying by check, if check amount exceeds total, the difference will not be refunded. School will be invoiced for the difference of insufficient funds.
- The gift shop will be open to your group before and after the show. Our prices range from \$1.00 to \$25.00 plus tax.
- Please let us know if you are interested in eating lunch on site when reserving your show so that we are able to guarantee space and appropriate staffing for your visit.

### LATE ARRIVAL POLICIES AND CANCELLATIONS:

- We require that your group be present at the planetarium at least *15 minutes prior to your scheduled time*, so that your group has ample time to use the restrooms and be seated in a timely manner. If your group arrives late, the length of your programs may be affected.
- Once the show has started, there will be ***absolutely no late entries*** due to lack of visibility inside the theater. If a group member arrives after the show has begun, they will not be able to view the show.
- Groups may cancel reservations up to two (2) business days prior to the reserved date. Groups that cancel with less than two business days' notice will be charged a \$50 cancellation fee. Groups who do not call or email to cancel their trip will be assessed a \$250 cancellation fee.
- Cancellations due to poor weather conditions will not incur a late cancellation fee. Hummel Planetarium follows the EKU inclement weather policy; if the school operates on a delayed schedule, the group is encouraged to email the planetarium office prior to their scheduled time.

### BEHAVIORIAL EXPECTATIONS:

- Chaperones and parents are responsible for the behavior of their students while visiting. EKU reserves the right to bill the group for any merchandise/property that is damaged or stolen by members of the group while on the premises.
- No food or beverage is permitted in the theater.
- **Visitors must remain seated throughout the entire show inside the theater.** If disruptive behavior occurs, the planetarium reserves the right to pause or prematurely stop the show and

ask disruptive individuals to leave the facility with no refund.

- For your convenience, you will find a seating chart of the theater at the end of this document.

#### **GIFT SHOP REQUIREMENTS:**

- In order to guarantee your group access to the gift shop, we must know whether or not you will be shopping when you reserve your show in order to appropriately staff your visit.
- When shopping with groups of 50 or more, you may be required to divide your large group into smaller ones in order to make the gift shop experience more efficient, especially if you are eating on site. We often host several groups in one day and want to ensure that all groups have timely access to scheduled programs and the gift shop.
- When shopping with elementary school students, at least two chaperoning adults are required to be in the gift shop near the cash register at all times making sure that students are making appropriate purchasing choices. An adult needs to make sure that each student has enough money for the item(s) they want to purchase **before** the student gets to the register. Many large groups limit students to making just one purchase.
- All ticket and gift shop purchases are final. No refunds will be issued.

#### **DIRECTIONS:**

We are **NOT** located on 521 Lancaster Ave. That address will direct you to the campus administration building.

We are located on **4440 Kit Carson Dr. Richmond, KY 40475.**



Coming from the south on I-75 North

- Take exit 87 (Richmond)
- Turn right onto the Eastern Bypass and travel approximately 1.25 miles. Then, turn right onto Kit Carson Drive (traffic light #7) and drive approximately 0.4 miles. The planetarium is located on the right side of the street in a 3 story round brick building. Park behind the planetarium in the Perkins lot.

Coming from the north on I-75 South

- Take exit 87 (Richmond)

Turn left onto the Eastern Bypass and travel approximately 1.25 miles. Then, turn right onto Kit Carson Drive (traffic light #7) and travel approximately 0.4 miles. The planetarium is located on the right side of the street in a 3 story round brick building. Park behind the planetarium in the Perkins lot



# Theater Seating Chart

	I	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	Top							
	H	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1				
	G	10	9	8	7	6	5	4	3	2	1	8	7	6	5	4	3	2	1	S T A I R S	10	9	8	7	6	5	4	3	2	1	
	F	10	9	8	7	6	5	4	3	2	1	8	7	6	5	4	3	2	1		10	9	8	7	6	5	4	3	2	1	
	E	9	8	7	6	5	4	3	2	1	7	6	5	4	3	2	1	12	11		10	9	8	7	6	5	4	3	2	1	
	D	7	6	5	4	3	2	1	6	5	4	3	2	1	9	8	7	6	5		4	3	2	1							
	C	7	6	5	4	3	2	1	5	4	3	2	1	9	8	7	6	5	4		3	2	1								
	B	6	5	4	3	2	1	4	3	2	1	9	8	7	6	5	4	3	2		1	Bottom									

Capacity: 194