

# ANCHORAGE MUSEUM

# PM/AM OVERNIGHTS AT THE MUSEUM

## OVERNIGHTS FAQs

### BASIC INFORMATION

#### **HOW DO WE REGISTER FOR PM/AM OR FIND OUT MORE INFORMATION?**

Visit our website to read the FAQ guide and fill out the Overnight Request Form and submit it to [overnights@anchagemuseum.org](mailto:overnights@anchagemuseum.org). This form includes general information about your group and will list multiple potential dates for your visit. The Overnight Coordinator will review the request and email a confirmation within 5-7 business days. Once the request is approved, a participant information form will need to be completed by each person scheduled to attend the event (chaperones and children) and brought in the day of the overnight program. Each person must have a completed participant information form or they will not be able to attend.

#### **WHAT IS THE COST TO ATTEND PM/AM?**

PM/AM prices for scheduled groups are \$90 per student and \$25 for every chaperone.

#### **WHAT AGES/GRADES IS PM/AM FOR? CAN I BRING YOUNGER/OLDER CHILDREN?**

PM/AM overnights are designed for children and students 5th-8th grade (approximately ages 10-14). Due to programming reasons, we are unable to approve requests for children outside our age range to attend the overnight programs at this time. To be fair, we cannot make the exception for some groups while refusing it to others.

#### **WHAT IF MY YOUNGER SIBLING WANTS TO COME ALONG?**

Siblings of participants cannot be added to the PM/AM program. These overnights are structured and designed for the target age range, and we cannot currently make this exception.

#### **WHAT IS THE STUDENT/CHAPERONE RATIO? DO CHAPERONES PAY FULL PRICE?**

At PM/AM, there is a one chaperone to every five students ratio (1:5). Chaperones must be over the age of 18 and be responsible for the direct supervision of those in his or her group.

#### **WHEN ARE OVERNIGHTS HELD?**

Overnights are offered mid-September through mid-May on Saturday-Thursday nights. They begin at 6:30 that evening and end at 8:30 the following morning. Overnight dates are subject to space and staff availability. When requesting an overnight, please provide multiple dates so we can best accommodate your needs.

#### **WHAT WILL WE BE DOING DURING PM/AM?**

Imagination rules at night in the museum after dark. Fifth- through eighth-graders can have their own night at the museum, stay up late, explore galleries, and uncover mysteries to be solved. Teams work together to discover and decipher clues that ultimately solve the mystery by morning. Late night snack and light breakfast are provided.

## SAMPLE SCHEDULE

EVENING		MORNING	
6:30	Check-in	6:45	Rise and shine!
7:00	Orientation	7:00	Breakfast
7:30	Opening Activity	7:30	Closing Activity
7:45	Activity Part 1	8:00	Pack Up to Leave
8:30	Snack	8:30	Depart the Museum
9:00	Activity Part 2		
9:45	Discovery Center		
10:30	Get Ready for Bed		
11:00	Lights Out		

### HOW MUCH OF THE MUSEUM IS AVAILABLE TO EXPLORE?

Activities are limited to galleries and exhibits relevant to the program. Please stay within the selected spaces during your overnight experience.

### WHAT SHOULD WE BRING TO THE PM/AM OVERNIGHT PROGRAM?

- Participant release form
- Sleeping bag, pillow, sleeping pad (we provide sleeping pads, but you may want to bring an extra for more comfort)
- Toothbrush and other toiletries (toothpaste, deodorant, etc.)
- T-shirt, shorts, or sweats to sleep in (shirts and pants must be worn at all times)
- Layers of clothing – temperatures vary throughout the building
- Earplugs (sorry, there is nothing we can do about people who snore)
- Sleep/eye mask (just in case some of the lights keep you up, we can't turn all of these off!)
- Refillable water bottle
- Camera to capture the fun of the evening (but no flash!)

### WHAT SHOULD WE NOT BRING TO THE PM/AM OVERNIGHT PROGRAM?

- Tents, cots, air mattresses
- Hair dryers, curlers, straighteners
- Alarm clocks
- Expensive electronics (we are not responsible for anything you may lose – if you like it a lot, leave it at home!)
- Slippers (please wear shoes to travel around the museum)
- Food (guests with food allergies may bring their own food, but there is no eating or drinking in the galleries), soda, gum, candy
- Alcohol/drugs
- Weapons, fire implements

## **RESERVATIONS AND CANCELLATIONS**

### **HOW DO I MAKE A RESERVATION?**

Visit our website to fill out the Overnight Request Form and submit to [overnights@anchorage-museum.org](mailto:overnights@anchorage-museum.org). This form includes general information about your group and will list multiple potential dates for your visit. The Overnight Coordinator will review the request and email a confirmation within 5-7 business days. Once the request is approved, a participant information form will need to be completed by each person scheduled to attend the event and brought in the day of the overnight program. Each person must have a completed participant information form or they will not be able to attend.

### **HOW MUCH DO I HAVE TO PAY TO RESERVE AN OVERNIGHT?**

To reserve the date of your overnight, you will need to pay a deposit of \$500 towards the total cost. This will be refundable up to 30 days before the intended date of the overnight but will not be refunded after that point in time. The remainder will be paid the day of the scheduled overnight program.

### **HOW MANY PEOPLE DO I NEED TO RESERVE AN OVERNIGHT?**

PM/AM requires at least 16 children to book a reservation, with no more than 40 children plus their chaperones. Requests for alternate numbers can be sent to the overnight coordinator at [overnights@anchorage-museum.org](mailto:overnights@anchorage-museum.org), but we cannot guarantee any exceptions may be made.

### **WHAT IF I NEED TO CANCEL MY RESERVATION?**

Your reservation can be cancelled in full 30 days before the intended date of the reservation. After the 30-day mark, you may cancel, but you will not receive your \$500 deposit. If you contact us before the scheduled PM/AM Overnight, you may switch the date of your overnight for a change fee totaling 10% of your entire order, in which the deposit will be transferred to the new date.

### **CAN I MOVE MY RESERVATION DATE?**

If you contact us before your scheduled reservation date, we will transfer your deposit to a new date (based on availability). Like the initial reservation process, you will be required to provide multiple alternative dates at the time of a reservation adjustment request. Email [overnights@anchorage-museum.org](mailto:overnights@anchorage-museum.org) with your original confirmation email and your request for the new dates. The overnight coordinator will review your request and contact you within 5-7 business days. All reservation change requests are subject to availability. If the reservation request occurs at the end of the season with no availability left to make a change, the overnight coordinator will discuss options with you.

### **WHAT IF SOMEONE FROM OUR GROUP CANCELS?**

If the cancellation will bring your group under the minimum allowed participants, a replacement attendee will need to join the group reservation. Requests for alternate numbers can be sent to the overnight coordinator at [overnights@anchorage-museum.org](mailto:overnights@anchorage-museum.org), but we cannot guarantee any exceptions may be made.

### **WHAT IF STUDENTS ARE NOT ABLE TO ATTEND?**

A final head count is due 5 business days before the day of the scheduled overnight. This final head count will determine the payment amount for the balance due on the day of the overnight. If numbers change within 5 business days or there are no shows on the evening of the overnight, no refund will be issued.

### **WHAT IF I NEED TO ADD PARTICIPANTS TO MY REGISTRATION?**

If the total number of attendees does not exceed the maximum of 40 children, you may add additional participants as long as the student to chaperone ratio (1:5) is upheld. The cost for that participant will be added to the remaining balance due the day of overnight. Additional participants can be added up until five days before the scheduled overnight.

## **DIRECTIONS AND PARKING**

### **HOW DO I GET TO THE ANCHORAGE MUSEUM?**

#### ***from south:***

Entering Anchorage from the south: go north on the Seward Highway. At 9th Avenue turn west (left). At Cordova Street turn north (right). Go 2 blocks to 7th Avenue. Turn west (left) and go 3 blocks to the Museum at 625 C St.

#### ***from north:***

Entering Anchorage from the north: go south on the Glenn Highway. The Glen Highway turns into 5th Avenue downtown. Turn south (left) on C Street. After 2 blocks at 7th Avenue turn east (left) and go one block to the Museum at 625 C St.

#### ***from the airport:***

Leaving the airport: go east on International Airport Road. At C Street turn north (left). At 7th Avenue turn west (left). The museum is on the corner at 625 C St.

### **WHERE DO WE PARK?**

Parking is available in our garage for a discounted rate of \$5 per vehicle for the evening. If you choose to park in the garage, you must remove your vehicle by 8:30 the next morning. Street parking is available near the museum at locations like 7th Avenue between A and Cordova, 7th Avenue between C and E Street, and others. Metered parking is enforced Monday through Friday 9 am to 6 pm and restricted to 2-hour intervals on Saturday, but free on Sundays and in the evenings.

### **HOW MUCH DOES PARKING COST?**

Parking is free on the streets after 6 pm and before 9 am the next morning, and all day Sunday. Parking in the museum garage is available at a rate of \$5 per vehicle for PM/AM guests, but vehicles must be removed from the garage by 8:30 the next morning.

### **WHEN DO I NEED TO MOVE MY VEHICLE?**

If you are parking in the museum garage, you will need to remove your vehicle by 8:30 the next morning to avoid being ticketed and/or towed.

### **WHERE SHOULD I PARK IF I NEED A HANDICAP ACCESSIBLE PARKING SPACE/ENTRANCE?**

Handicap parking is available in the museum's garage every day during both day and evening hours. There is an elevator that takes guests from the garage to the 7th avenue entrance.

## **ARRIVAL**

### **WHAT DOOR SHOULD WE ENTER WHEN WE ARRIVE?**

Everyone in your group should arrive through the 7th avenue entrance. The overnight coordinator will meet your group at the entrance and direct you to the orientation area. The front doors will be locked, so please plan to use the 7th avenue entrance as your main point of drop-off and pick-up.

### **WHEN IS CHECK-IN?**

Check-in will occur between 6:30 pm and 6:45 pm. Groups will arrive through the 7th Avenue entrance, overnight guests will be escorted to the orientation area and the group leader will work with the overnight coordinator to finish payment and collect the participant information forms and other paperwork. Orientation will start right at 7:00 pm, so please plan to arrive no later 6:45 pm to ensure the evening stays on schedule.

### **WHAT IF I ARRIVE LATE?**

We will do everything we can to accommodate any late arrivals, but our PM/AM overnights are based on a tight schedule to ensure that all activities can be completed. If you arrive late, it may be necessary to limit some of the activity sessions and free explore time that evening.

### **CAN WE STILL GET INTO THE BUILDING IF WE ARE GOING TO BE LATE OR PICKING UP A CHILD EARLY IN THE MORNING?**

Yes. If you need to enter the building late or to pick up a child early, you need to coordinate with your group leader to meet you at the 7th avenue entrance.

## **SOUVENIRS**

### **WHEN WILL WE BE ABLE TO PURCHASE SOUVENIRS AT THE ANCHORAGE MUSEUM?**

Souvenirs will not be available for purchase during the PM/AM overnight program. If you would like to visit the gift shop please do so during our normal business hours. For hours of operation please visit [www.anchoragemuseum.org](http://www.anchoragemuseum.org).

### **DO YOU HAVE AN ATM?**

Yes, there is an ATM located at the front of the building and near the entrance to the auditorium.

## **FOOD**

### **WILL DINNER BE PROVIDED AT PM/AM?**

Dinner will not be provided. Please plan to eat dinner before arriving at the museum for the PM/AM overnight program. A light snack will be provided in the evening and breakfast will be served in the morning.

### **WHAT FOOD WILL BE PROVIDED?**

A light snack will be provided in the evening and breakfast in the morning. Please arrange to eat dinner before arriving at the museum. No outside food is allowed inside the museum for the overnight. Water bottles are allowed, but cannot be used in the gallery and exhibit spaces. If anyone in your group has any dietary concerns or allergies, please have them bring their own food. Cold items will only be stored in the refrigerator for you only if you have an allergy to what we are serving.

### **WHAT IF I HAVE AN ALLERGY OR OTHER DIETARY RESTRICTIONS?**

If anyone in your group has any dietary concerns or allergies, please have them bring their own food. Cold items will only be stored in the refrigerator for you only if you have an allergy to what we are serving.

### **CAN WE BRING FOOD AND/OR BEVERAGE INTO THE ANCHORAGE MUSEUM?**

Outside food and drinks are not permitted at the PM/AM overnights. A light evening snack and breakfast will be provided. If anyone in your group has any dietary concerns or allergies, please have them bring their own food. Cold items will only be stored in the refrigerator for you only if you have an allergy to what we are serving. You may bring a water bottle to the museum, but they cannot be used in the gallery and exhibit spaces.

### **WE ARE CELEBRATING A SPECIAL OCCASION DURING THE OVERNIGHT (E.G. A BIRTHDAY), WHAT CAN BE DONE TO ACCOMMODATE OUR GROUP?**

We are happy to make accommodations for special occasions but cannot make any guarantees. Please contact the overnight coordinator at [overnights@anchorage-museum.org](mailto:overnights@anchorage-museum.org) with any requests and we will do our best to accommodate your group. Please inform the overnight coordinator of any special requests at least five days before the scheduled overnight.

### **WHAT WILL BE SERVED FOR BREAKFAST?**

The morning breakfast consists of items like muffins, breakfast sandwiches, fresh fruit and coffee, hot tea and juice. If anyone in your group has any dietary concerns or allergies, please have them bring their own food. Cold items will only be stored in the refrigerator for you only if you have an allergy to what we are serving.

### **IS THE COFFEE KIOSK OPEN IN THE MORNING?**

No, the coffee kiosk and restaurant will not be open before your departure. Coffee and tea will be available with breakfast.

### **ARE CANDY AND GUM ALLOWED IN THE MUSEUM?**

No, candy and gum are not allowed in the museum. Please leave them at home.

# **SLEEPING ARRANGEMENTS**

## **WHERE DO WE SLEEP?**

You will sleep in the atrium of the museum. For safety and security reasons, you and your group must stay within the designated sleeping area and cannot sleep in any other location. It is at the group leader's discretion to make any specific sleeping assignments within the atrium (i.e. boys and girls separated, separated by class, etc.)

## **WHO CAN COME INTO MY SLEEPING AREA?**

Anyone staying at the PM/AM that night will be sleeping in the atrium. Please be respectful to those sleeping around you by adhering to lights out and any other commands by museum staff, security, or your group leader.

## **WHAT CAN WE BRING FOR OUR SLEEPING ARRANGEMENTS?**

You are welcome to bring sleeping bags, blankets, pillows, and sleeping mats. A sleeping mat will be provided for each guest (although it provides more insulation than comfort). Please do not bring any cots, inflatable mattresses, or heated blankets.

## **WHERE WILL WE STORE OUR THINGS THAT WE DON'T NEED FOR SLEEPING?**

Bags, backpacks, and other non-essential sleep belongings will be stored in one of the secured classrooms for the evening and night. You will be able to retrieve your belongings in the morning. If you need access to something during the night, please keep the item near your sleeping area or speak with the overnight coordinator ahead of time to make any necessary arrangements.

## **WILL I HAVE ACCESS TO ELECTRICITY OVERNIGHT?**

Electricity may or may not be available overnight. With some of the main lights shut off for the evening, power to outlets may also be cut. If you need access to electricity for a medical device, please notify the overnight coordinator ahead of time so we can ensure an active outlet is available for your use.

## **WHAT IF A MEMBER OF OUR GROUP NEEDS ELECTRICITY FOR A MEDICAL DEVICE?**

If you need access to electricity for a medical device, please notify the overnight coordinator ahead of time so we can ensure an active outlet is available for your use.

## **DOES THE MUSEUM GET COLD?**

Temperatures are usually moderate, but sometimes it can get pretty chilly. We suggest wearing layers to keep your group as comfortable as possible. Unfortunately, we cannot control the temperature in the museum and it changes throughout the year. Come prepared!

## **IS IT VERY DARK AFTER THE LIGHTS ARE TURNED OFF?**

We will try to make it as dark as possible, but for security reasons, some lights will stay on all night. If you or anyone in your group needs complete darkness to sleep, consider bringing an eye mask.

## **IS IT QUIET AT NIGHT?**

While we try to turn off all our major lights and noise makers, there is still a chance that you will here exhibit sound effects throughout the night. If you are a light sleeper, consider bringing ear plugs to help muffle some of the sounds.

## **HOW MANY PEOPLE WILL BE SPENDING THE NIGHT?**

This depends on how many people are in your group and if there are other groups also scheduled for that evening. We will never have more than 50 people at a time.

## **WHAT IF SOMETHING HAPPENS DURING THE NIGHT?**

There will always be security in the building 24 hours a day. If an emergency were to come up, notify security and they will assist you however they can. Their office is in the vestibule of the 7th avenue entrance, and they are reachable by phone at 907-929-9203.

# **SAFETY**

## **WHAT ARE THE RULES?**

- Respect yourself, respect others, respect the museum.
- Actively participate in the learning experience, engage in the hands-on activities and interact with exhibitions.
- Eat and drink only in designated areas, do not bring food or drinks into the exhibitions.
- No gum or candy allowed.
- No fire implements, weapons, alcohol, or drugs are permitted on museum property.
- Do not touch anything unless given explicit directions to do so by a staff member or chaperone.
- Keep your shoes on (except when sleeping).
- Use walking feet (no running, skipping, jumping).
- Use inside voices.
- Overnight attendees must stay with their chaperones throughout the duration of the program.
- Stay only in the areas of the museum that are open at that time. There is no free roaming around the museum.
- Please keep aisle ways clear between sleeping mats so people can walk safely through the area.
- No flash photography allowed (non-flash is fine to document your experience!)
- No video recording.
- Backpacks and large bags must be stored in the Reynolds Room and cannot be carried into the galleries.
- Please adhere to scheduled times for programs, snacks, and other guided activities.
- Group leaders are not allowed to leave the museum until all overnight attendees have been picked up.

## **WILL THERE BE SECURITY PRESENT AT THE OVERNIGHT?**

There will always be security in the building 24 hours a day. If an emergency were to come up, notify security and they will assist you however they can. Their office is in the vestibule of the 7th Avenue entrance and they are reachable by phone at 907-929-9203.

## **WHAT BEHAVIORS WILL BE CAUSE FOR REMOVAL FROM THE ANCHORAGE MUSEUM?**

Anchorage Museum reserves the right to dismiss anyone without refund for any of the following or other extraordinary circumstances. Anyone under the influence of, or in possession of, alcohol or drugs will be dismissed. Inappropriate behavior including, but not limited to, consistently ignoring guidelines and any acts of aggression will be grounds for dismissal.

# **DEPARTURE**

## **CAN WE LEAVE EARLY FROM AN OVERNIGHT?**

You may leave early, but once you exit the building you will not be allowed to return for the remainder of the evening. Make sure you coordinate with your group leader to arrange any early departures. If you exit the building security will not be authorized to let you back in. Note that all entering/exiting must be done through our 7th Avenue entrance.

## **WHEN DO WE HAVE TO PACK UP OUR GEAR?**

You will have time to pack up your belongings when you wake up before breakfast, but will have a designated time following the conclusion of the program before it is time to depart the museum.

## **CAN WE STAY LONGER THAN 8:30 IN THE MORNING?**

You must leave once the overnight program is finished, but you are welcome to visit the museum once we are open to the public. Please note that museum admission is not included for the following day. Please check our website for the current hours of operation at [www.anchoragemuseum.org](http://www.anchoragemuseum.org).