

GROUP LEADER PROMISE STATEMENT

REV 10.3.2022



Welcome Group Leader!

Thank you for reserving your field trip/group visit to COSI! Before you bring your group to COSI, please take a moment to read the following information. **Please carefully review the COSI Code of Conduct on the following page and bring this signed Promise Statement with you on your visit and present it to the COSI Team Member who greets you upon your arrival or upon your check in at COSI Admissions.**

- Students in grades K-8 must remain with an adult chaperone at all times.
- Students in grades 9-12 may explore COSI in small groups on their own. Students in grades 9-12 disregarding the Code of Conduct will be asked to rejoin their chaperone.
- Each group should provide at least one adult chaperone for every ten students. COSI strongly recommends groups no larger than five (i.e., five students per one adult chaperone); little kidspace® and COSI's Gadgets Café require a 1:5 chaperone-to-student ratio.
- Students of any age wishing to shop in the store must remain with an adult chaperone at all times.

I have read and agree to abide by the COSI Code of Conduct on the following page and the COSI Photo Policy below. If one of my group members is found to be in violation of this policy, COSI reserves the right to remove the entire group from the premises. COSI assumes no responsibility for incurred expenses, including transportation and admission to COSI. In addition, the organization's administrator (i.e. school principal, camp director) will be notified of the violation.

COSI Photo Policy: A COSI photographer may be taking photos for use in future printed materials such as brochures, promotions, publicity, etc. If you have students who do not wish to be photographed for any reason, please inform their group leader to instruct them to avoid the photographer.

Group Name: _____

Date: _____

Your Name: _____

Phone number at which you can be reached while inside the building: _____

Number of chaperones: _____

Number of youths: _____

Total Number of People: _____

Signature: _____

THE COSI CODE OF CONDUCT

COSI is a participatory, hands-on environment. We invite you to have fun and use the exhibits actively while being respectful and considerate of others. Therefore, COSI prohibits unwelcome behavior or conduct of verbal, written, graphical, or physical nature that interferes with any COSI Team Member's work environment or any guest's ability to make use of COSI's exhibits, or creates an unsafe, intimidating, hostile, or offensive environment for any Team Member or guest. Such behavior is prohibited in all areas of COSI and on COSI's property. COSI reserves the right to refuse admission or revoke admission without warning and without refund to anyone who fails to comply with these expectations or behavior deemed inappropriate by COSI Team Members.

PERSONAL CONDUCT:

- When issued, guests are required to wear and show issued wristbands or tickets.
- Photography and video recordings with small, non-intrusive hand-held devices are permitted in most permanent exhibit galleries for personal use only, unless otherwise noted. The use of equipment deemed intrusive to COSI exhibits or guest experience is not permitted.
- All purses, bags, backpacks, and parcels are subject to search at any time.
- Tobacco use of any kind (including smokeless tobacco, smoking, vaping, and e-cigarettes) is prohibited in COSI's building. Tobacco use is permitted only in designated outside areas.
- Excessive use of alcohol or being under the influence of illegal substances is prohibited.
- Guests are not permitted to enter the building without shoes and appropriate clothing. Clothing with objectionable material, including obscene language or graphics, and clothing that may be otherwise viewed as inappropriate for a family environment is prohibited.
- Except for qualified service animals, dogs and other animals of any kind are prohibited inside COSI's building.

UNWELCOME BEHAVIOR – GUESTS ARE PROHIBITED FROM:

- Engaging in, attempting, or threatening to commit an illegal act.
- Any activity endangering the safety of others, including running, pushing, shoving, or similar activity.
- Using personal transport devices (skates, wheelies, etc.).
- Devices necessary for personal mobility (strollers or wheelchairs) may not be used in a reckless, negligent, or unsafe manner.
- Possessing weapons of any kind in the COSI building or on COSI's property.
- Any physical, verbal, graphical, or written conduct that is considered unwelcome, disturbing, and/or offensive by any Team Member or guest.
- Unauthorized soliciting of any type.
- Hindering the use of COSI by others, or the ability of Team Members to perform their duties, including blocking passage or easy access to exhibits, facilities, and equipment.
- Using COSI for other than its intended purpose or for other than normal and reasonable functions.
- Vandalizing, misusing, or damaging COSI's exhibits, building, or property.
- Trespassing in areas restricted to Team Members.
- Youths 12 years of age and younger are not permitted in COSI without an adult chaperone at least 18 years of age.

If there is an emergency, follow all prompts and directions provided by COSI Team Members and emergency personnel. Please direct any questions to 614.228.2674 or in person to Guest Relations.

GROUP LEADER PRE-VISIT CHECKLIST:

Follow these steps to expedite your group through COSI's Group Check-In Process.



COSI has created this list to help you plan a successful group visit. If you have any questions, or if the COSI Team can be of assistance in planning your field trip, call us at 614-228-2674 or 1-888-819-2674.

Before your visit:

- Distribute the Chaperone Guide (below) to adult chaperones.
- Review your invoice for accuracy. If you need to adjust your schedule, contact COSI.
- Review the COSI Code of Conduct and your expectations regarding your educational goals with your group members and chaperones.
- Divide group members into smaller groups and assign chaperones. Please note that Little Kidspace requires a 1:5 chaperone to group member ratio.
- Encourage all group members to wear school/camp shirts or other identifiable clothing.
- Gather boxes/bins to transport lunches.*

**Note that while COSI does have carts to get your lunches from the main doors to the lunch room, your group members will be responsible for getting them off the bus and to the main doors.*

Groups coming to COSI by bus:

- The COSI bus drop off area is located on Washington Boulevard (please see map on next page). For ease of approach, it is recommended that busses coming to COSI travel east on West Broad Street so they can turn right on Washington Boulevard. There is no left turn from West Broad Street onto Washington Boulevard.
- COSI is located in downtown Columbus and occasionally there are fairs, festivals, races, etc. where the city closes Washington Blvd and busses may be directed to park elsewhere. In those situations COSI will contact you the week of your visit with further instructions. The city of Columbus owns the parking areas in COSI's immediate area and charge \$30 per bus/oversized van that does not fit on our garage or single parking spot. Payment for parking is separate from your COSI invoice and is paid to LAZ Parking by cash or credit the day of your visit.

Groups coming to COSI by car or van:

- If possible, we recommend dropping your group off on Washington Boulevard and then moving your vehicle to our parking garage on the west side of the building. To receive the discounted parking rate, please bring your ticket into COSI to receive the validated \$5 rate.
- Please note that the clearance for the height of your vehicle in the garage is 8'2". Larger vehicles will need to refer to the "Groups coming to COSI by bus" instructions above.

Accessibility:

- If your group has a large number of guests with mobility issues, please make us aware in advance so we can best accommodate your group and get everyone in the building smoothly.

Before leaving for COSI on the day of your trip:

- Count your students, chaperones, and busses. Record the count so that you can give COSI an accurate attendance upon arrival, and can tell us how many busses will be staying at COSI.
- If you need to change your arrival time, please call us at 614-228-2674 ext. 0 between the hours of 9am and

4pm so we can let our groups team know.

- Share directions with drivers, including designated drop off zones and parking information (below).
Chaperones not traveling with a bus will need to park in one of the parking areas conveniently located around COSI. Please see below for parking instructions for cars and vans.
- Gather lunches in boxes or bins. Clearly label these containers with your group name.

Upon arrival at COSI:

- COSI will have carts to get your lunches from the main doors to the lunch room. Your group members will be responsible for getting them off the bus and to the main doors. Lockers are available for securing items inside the building. Each locker can hold several coats or other personal items, and the cost is \$1.00 (four quarters) per use. COSI is not responsible for the security of coats and other articles left on busses, in cars or vans, or inside COSI.

Check In:

- The Group Leader can check in at any point during the day before the group leaves. When checking in, the Group Leader should present:
 - An exact count of children, chaperones, bus drivers, and COSI Members (if any).
 - Copies of COSI Membership cards or Member ID numbers for all COSI Members in your group. Member rates cannot be honored without proof of membership.
 - A signed copy of the Promise Statement
 - Check, credit card, or purchase order for the entire amount of payment. Payments must be made in one lump sum. Payments from individual students or families cannot be accepted.

Departure:

- Ensure all members of your group (children and adults) and personal belongings are accounted for before leaving. Have a great day!

CHAPERONE GUIDE:

For everyone's safety and enjoyment, please remember:

- Chaperones and children up to grade 12 must remain with one another at all times.
- You are ambassadors of your group. Group leaders and chaperones are accountable for their groups at all times and are responsible for their behavior.
- Observe the COSI speed limit – please walk. There are children smaller than your group present.
- Group members should use their indoor voices and handle all exhibits with care.
- Food and drink should only be consumed in the designated eating areas. No food is allowed in the exhibits.
- Smoking, including e-cigarette use, is permitted only in designated areas outside of the building.
- COSI is a weapon free zone.
- Group members are to adhere to COSI's Code of Conduct:
 - COSI is a participative, hands on environment. We invite you to use the exhibits actively, but with respect. Disruptive behavior, vandalism, misuse of exhibits or the building is not welcome, and will not be

tolerated. Guests who present a danger to other guests or to COSI, will be promptly remove from the premises without warning or refund.

- COSI Team Members are trained to handle challenges and will assist you with any special needs (i.e. lost and found, first aid, missing children or adults) that may arise during your field trip. Please instruct group members to seek out a COSI team member if they need assistance.

Arrival:

- Unless otherwise instructed, you will park your personal vehicle in the parking lots to the west of COSI, accessed off of Rush Alley. Busses will typically drop off on Washington Boulevard, which is on the east side of COSI, between COSI and the Scioto River. From inside COSI, this area is accessed from our Mezzanine Level. If you are driving separately from the bus, as a chaperone you receive a reduced parking rate of \$5 if you park in the parking garage, if you get it validated inside COSI at our Admission desk on Level One.
 - The parking garage adjacent to COSI double as public parking, so please ensure you bring your ticket inside COSI to get your discount. If you pay as you leave, you'll pay the designated daily rate for that day.
- If you are on a bus, please remain on the bus until greeted by a COSI team member and you receive an admission wristband. If a COSI team member is not present, your Group Leader will go inside COSI to receive wristbands.
 - COSI team members may ask you to help distribute wristbands. Everyone will need to wear one, including you. If you are part of a group reservation and not with the group, you will need to meet the group to receive your wristband. If you are not part of the group, you can purchase admission at our Box Office on Level One.
 - COSI team members may also ask you to assist with loading or transporting lunches. Please help as available.
- Your lunches can be transported to our Group Lunchroom. Lockers are available for securing items inside the building. Each locker can hold several coats or other personal items, and the cost is \$1.00 (four quarters) per use. COSI is not responsible for the security of coats and other articles left on busses, in cars or vans, or inside COSI.

Departure:

- Ensure all members of your group (children and adults) and personal belongings are accounted for before leaving. Have a great day!

Parking and Drop Off Information:

- COSI is located at 333 West Broad Street, Columbus, OH 43215. Please note that areas around COSI are currently under construction. More details regarding the construction can be found at our website: www.cosi.org