

Booking Confirmation Form

Thank you for booking with Liberty Science Center! Please note that bookings are not confirmed until this form is completed and submitted to LSC. Upon submitting this form, all terms listed herein apply.



222 Jersey City Boulevard – Jersey City, NJ 07305
201.200.1000 – groups@lsc.org

Agreement Details

This is an agreement between Lightbridge Academy of Edison and Liberty Science Center.

Duration of Agreement

This agreement between Lightbridge Academy of Edison and Liberty Science Center is for the following date(s):
07.23.2025

Programming Scheduling

Date(s) are subject to change with both parties' agreement.

Purpose and Scope

By submitting this form, Lightbridge Academy of Edison agrees to secure Liberty Science Center as a service provider to deliver STEM (science, technology, engineering, and mathematics) education via programming and/or exhibition experiences.

Payment Policy

Payment for the completion of agreed upon programming is required in advance of scheduled delivery date(s), with payment(s) to be delivered at least 2 weeks prior to the booking date.

All payments must be made out to 'Liberty Science Center' and the 'invoice number(s)' generated upon booking must be clearly listed on any check payments or ACH transfers.

If submitting a Purchase Order: POs must cover the full amount due on any invoice(s) and must be approved and signed by LSC before the booking date(s). POs must be made out to 'Liberty Science Center' and the 'invoice number(s)' generated upon booking must be clearly listed. Payment from POs is due within 30 days of the completion of scheduled programming.

The email address of the contact from Lightbridge Academy of Edison that is responsible for making payment to LSC is jmaldonado@lightbridgeacademy.com LSC must be contacted immediately if there are any changes to this information.

Attendance Policy

Any adjustments to attendance must be received two weeks before any scheduled trip or program date(s), after which no adjustments will be permitted. If fewer attendees attend than originally confirmed, the cost of the full attendance submitted two weeks prior to the booking date will be charged.

Any extra attendees not confirmed before a scheduled trip date to LSC must be paid for in full upon arrival to the facility and will be charged the full price rate for admission to the facility and any other applicable experiences included in the booking.

Cancellation Policy

Booking cancellations that happen within two weeks of a scheduled trip or program will be given credit towards a future trip or program that must be scheduled within one year of the canceled booking. If the credit is not used within one year, it will be considered a donation to Liberty Science Center.

Liberty Science Center may be unable to accommodate trip or program rescheduling requests made within two weeks of the original booking date(s).

Cancellations – either by Liberty Science Center or Lightbridge Academy of Edison - due to severe weather conditions such as heavy snow, flooding, or hurricane warnings will be given credit towards another trip or program up to one year after the canceled booking. If the credit is not used within one year, it will be considered a donation to Liberty Science Center.

Chaperone Policy and Group Etiquette

For in-person visits to Liberty Science Center, all attendees must be supervised at all times by chaperones that are at least 18 years of age. All groups must have a minimum of 1 chaperone for every 10 children. Groups that do not meet the 1:10 minimum chaperone requirement may not be allowed entry into the facility. For any experience such as Wobbly World, a 1 chaperone for every 5 children policy applies while in the exhibition space.

All groups are expected to be courteous to fellow visitors. Chaperones are responsible for the direct supervision, conduct, and safety of their group. Unsupervised and/or unruly groups may be asked to leave, and a refund will not be provided.

Larger groups are expected to divide into smaller groups with their chaperones and remain supervised through the exhibition spaces at all times.

Any scheduled event will start on time, and late entry to all timed experiences is prohibited. Please report to any theater, dining, or lab space 10-15 minutes ahead of the scheduled start time. Disruptive or unsupervised attendees in any space may be escorted out of the area and a refund will not be provided.

If group dining space is reserved, temporary storage of lunches may be provided through the group's scheduled dining time. Any items left in the group dining space after the scheduled dining time are the responsibility of the group, and LSC is not responsible for any lost or stolen items.

Virtual Connection Procedure

If connecting to a 'Live From' program remotely, groups must not exceed the maximum attendees allotted for their booking. At least one test connection must be completed no later than two weeks before the first program date. The test would be completed with the assistance of Fanny Cruz (fcruz@lsc.org). One test connection is sufficient for the entire school year, unless any system changes are made by Lightbridge Academy of Edison.

Confirmation and Acceptance of Policies

Bookings are not confirmed until this document is signed and submitted to LSC by a representative of the booking party. By signing this form, Lightbridge Academy of Edison hereby accepts all applicable policies listed on this document and accepts responsibility for all payments due thereafter. Lightbridge Academy of Edison understand that, by failing to comply with these policies, programming or trips to LSC may be canceled or modified by LSC with no refunds provided.

Group Name: Lightbridge Academy of Edison

Date: 07.17.2025

Representative Name: Jailene Maldonado

Signature: Jailene D. Maldonado

LSC Representative Name: Shanell Voris

Signature: _____

For On-Site Bookings Only

Day-of Trip Group Check-in

Group Name: _____

Date: _____

Representative Name: _____

Cell Phone Number: _____

Attendance: _____

Signature: _____

Document Details
FileID: 67f432e9910e12f92dc0058b
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Audit Trail



Sent
Sent to jmaldonado@lightbridgeacademy.com
7/16/2025 4:30:33 PM UTC



Viewed
Viewed by jmaldonado@lightbridgeacademy.com
7/17/2025 11:56:27 AM UTC
IP 152.39.191.75



Signed
Signed By jmaldonado@lightbridgeacademy.com
7/17/2025 11:57:33 AM UTC
IP 108.58.184.154