



**SERVICE
LEARNING
PROGRAM**



**STEM
LIBRARY
LAB**

2025-2026 The Kenner Planetarium Complimentary Group Reservation Request

Offer valid October 4, 2025 – April 30, 2026 for Service Learning awardee groups underwritten by STEM Library Lab and the Joe W. and Dorothy Dorsett Brown Foundation. Funds cover admission for students and chaperones. **Lunch and transportation are not included.**

IMPORTANT GUIDELINES:

- For any questions or for more details about Rivertown Attractions, call (504) 468-7231.
- Check-in is at the Kenner Planetarium located at 2020 Fourth Street (half block off Williams Blvd.) in Kenner's Rivertown.
- Buses may unload in front of the Planetarium on Fourth Street but the designated parking area for buses is in the large parking lot in the 400 block of Williams Blvd. No oversized vehicles may park in the lot on Fourth Street directly across from the Planetarium.
- Groups may schedule a 30-minute lunch break while visiting Rivertown. No indoor space is available for lunch. Kenner's Heritage Park has picnic tables and restroom facilities. If you bring bag lunches, you may store them in the Planetarium lobby for easy pick up. Do **NOT** leave lunches stored on the bus. If rain is expected, please plan to return to school for lunch.
- **You may need to split students into groups for rotation.** The capacity for the Science Center and the Space Station is 50 people each; the maximum capacity for the planetarium is 118 seats. You are responsible for dividing students into the number of groups indicated on your reservation form.
- The Rivertown Gift Shop is in the lobby of the Planetarium. **If you plan to allow students to shop, you must notify us ahead of the trip so we may arrange proper gift shop staff.**
- Rivertown cannot guarantee admittance to scheduled facilities for late arrivals and costs will not be adjusted for venues not visited due to tardiness.
- Rivertown facilities are not open to the general public during school visits. Visitors run the risk of being locked out if they walk away from their group. Teachers/parents should stay with students at all times.
- In the event a student is injured while visiting Rivertown, it is the responsibility of the school's adults to tend to the student. Museum staff are only available to assist by providing First-Aid supplies or making phone calls for assistance. Every injury, no matter how minor, should be reported to the museum staff and an incident report completed.
- **Upon receiving confirmation of the trip booking, please verify all information and call (504) 468-7231, if any corrections are necessary or if you need to cancel the field trip.**



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Offer valid October 4, 2025 – April 30, 2026 for Service Learning awardee groups underwritten by STEM Library Lab and the Joe W. and Dorothy Dorsett Brown Foundation. Schools must provide their own lunch and transportation. Please print clearly using black ink on the reservation form. Scan and/or email the request to Tammy Martin at Tammy@stemlibrarylab.org.

School Name: _____ Parish: _____

Address: _____ City/State/Zip: _____

Group Leader's Name: _____ Primary Phone: _____

Cell Phone: (____) _____ Email Address: _____

Grade Level(s): _____ # of Students: _____ # of Adults/Chaperones: _____ # of Groups _____

Will your students be shopping at Rivertown Gift Shop? (see info sheet for more details) Yes _____ No _____

Write in 2 preferred dates. Rivertown is open Tues.-Fri. for school groups. At least 4 weeks is needed to process your reservation request. Kenner Planetarium will contact you to confirm your visit. Average visit: 30 minutes for the Space Station, 30 minutes for the Science Center, and 20-40 minutes per show for the Planetarium & Megadome Cinema.

1. Preferred Day/Date: ____/____/____ Arrival time: _____ Start time: _____ Departure time: _____

2. Preferred Day/Date: ____/____/____ Arrival time: _____ Start time: _____ Departure time: _____

Check the box of each experience you would like to book:

- € Space Station
- € Science Center
- € Planetarium & Megadome Cinema. Visit the [Kenner Planetarium webpage](#) for a list of video shows and indicate your video selection below:

Office Use - STEM Library Lab Approval Signature

Signature: _____ Date: _____