

## SCHOOL GROUP RESERVATION REQUEST

### *Guided Program*

This form must be submitted to the park you are planning to visit. A copy will be returned to you with your confirmation, and will serve as your record of the reservation and your group's waived admission fee to the park.

Park Name: \_\_\_\_\_ Name of School or Group: \_\_\_\_\_  
Proposed Date of Visit: \_\_\_\_\_ Address: \_\_\_\_\_  
Alternate Date: \_\_\_\_\_ Person in Charge: \_\_\_\_\_  
Proposed Time of Visit: \_\_\_\_\_ Alternate Time: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Age/Grade of Children: \_\_\_\_\_ Students with Disabilities? Physical Intellectual  
No. of Children: \_\_\_\_\_ Adults: \_\_\_\_\_ Accommodations? \_\_\_\_\_  
Arrive by: Auto Bus Max time on Site: \_\_\_\_\_ Program topic requests? \_\_\_\_\_

Day use fees are not charged for school groups (K through 12) provided reservations have been made. Careful advance planning, involving both teacher and park personnel, is vital for achievement of a maximum educational experience.

Reservations must be made 15 days in advance of the proposed date of your visit to allow preparation and scheduling by park personnel. The request shall be submitted in duplicate to the unit where the visit is proposed, and must be signed by the principal of the school which the students attend. If more than one school is sending students on a proposed tour, the principal from each school must submit a request. The Department reserves the right to combine tours when necessary. School groups shall be accompanied by enough school-appointed adult escorts or teachers to maintain order, and their escorts or teachers shall accompany the students while on the tour.

No day-use admission fees will be charged for school groups (K through 12), accompanying teachers, or adult leaders when reservations have been made.

Camping is not included under this program. Group camping information, including fee schedules, should be obtained from the park as far in advance as possible, as only limited facilities are available.

### CERTIFICATION

The above described visit is an official school outing or field trip and will be under the direction of school personnel.

Signed \_\_\_\_\_  
*Principal of School*

### FOR PARK USE ONLY

We are pleased to confirm your planned group visit for \_\_\_\_\_ at \_\_\_\_\_  
*Date Time*

We regret that the time you requested for a group visit is not available.

COMMENTS