

State of California – The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

SCHOOL GROUP RESERVATION REQUEST  
**DAY USE ONLY**

This form must be submitted to the park you are planning to visit. When endorsed by a Supervisor, will be returned to you and will serve as your record of the reservation and your group's admission to the park.  
**ALL VEHICLES MUST HAVE A COPY OF THIS APPROVED PERMIT TO HAVE THEIR PARKING FEES WAIVED. Rules have changed, please read form completely.**

***Please fax all requests to 714-377-8681 (or 714-846-1327) Attn: Special Events***

Park Unit requested (*Must choose*): Huntington State Beach \_\_\_\_\_ or Bolsa Chica State Beach \_\_\_\_\_

**Proposed Day & Date of Visit:** \_\_\_\_\_

**Name of School/Group:** \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

**Person in Charge:** \_\_\_\_\_

Number of Vehicles in group: \_\_\_\_\_

Address: \_\_\_\_\_

Buses: \_\_\_\_\_ Cars (**limit 2**): \_\_\_\_\_

Age/Grade of Children \_\_\_\_\_

Email: \_\_\_\_\_

No. of Children: \_\_\_\_\_ Adults: \_\_\_\_\_

Must have contact phone: \_\_\_\_\_

Location Request \_\_\_\_\_

Picnic areas are reserved by Special Event Permit ONLY.

Activity details: \_\_\_\_\_

\*\*\*WOULD YOU LIKE A LIFEGUARD TO GIVE A WATER SAFETY TALK? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Beach must be left cleaner than found; this is a key time to be teaching environmental awareness!**

Day use fees are not charged for school groups (K through 12), accompanying teachers, or adult leaders provided *advanced* 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 *NO EXCEPTIONS*. ALL REQUESTS MADE LESS THAN 15 DAYS ADVANCED NOTICE WILL BE DENIED. The request shall be submitted in duplicate to the unit where the visit is proposed, and 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. Careful advance planning, involving both teacher and park personnel, is vital for achievement of a maximum educational experience. Camping is not included under this program. Group camping information can be obtained by calling Reserve America at 1-800-444-PARK (7275)

**CERTIFICATION**

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

**MUST** have Fax #: \_\_\_\_\_ Signed: \_\_\_\_\_  
*Principal of School* \_\_\_\_\_ *Date* \_\_\_\_\_

**FOR PARK USE ONLY**

\_\_\_\_\_ We are pleased to confirm your Group Visit for \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
Day Date Time

Reserved location for your group: \_\_\_\_\_

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

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_