



School Trip Reservation Request Form

School Groups (NC and SC Certified Schools): \$5 per person plus tax (*minimum 15*)

Adult Chaperones :18yrs + (*1 required for every 10 students.1 free Adult Chaperon=10 Paid student tickets*)

Extra Chaperones (*\$5 plus tax each when pre-paid, full price of \$10 plus tax at the door*)

Please note your reservation is not final until you receive a confirmation letter.

Visits may be scheduled Tuesday-Friday pending availability.

Today's Date: _____
 School/Organization Name: _____
 School District: _____
 School/Organization Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____
 School or Organization Phone: _____ Extension: _____
 Cell Phone (in case of an emergency while you're on site): _____
 Preferred time to be reached: _____
 E-mail Address: _____
 Grade Level and/or Age Attending: _____

Please list three choices:

Field Trip Date – 1st Choice: _____ Arrival time: 9am 9:30am 10am 10:30am
 Field Trip Date – 2nd Choice: _____ Arrival time: 9am 9:30am 10am 10:30am
 Field Trip Date – 3rd Choice: _____ Arrival time: 9am 9:30am 10am 10:30am

If you would like to request a different arrival time, please list it here: _____ (*times must be before 2pm*)
 _____ # of students (*minimum 15, \$5 plus tax,*)
 _____ # of adult chaperones (*1 required for every 10 students, Free*)
 _____ # of extra chaperones (*\$5 plus tax*)

Method of Transportation: Personal Vehicles Vans Bus # of buses (if known) _____

Payment Policy: Payment is required prior to your scheduled arrival or before your group may enter the science center. If payment is not received, the Monroe Science Center reserves the right to cancel your group visit and the group rate will no longer apply. All children and chaperones not paid for prior to the group's arrival will be charged general admission price of \$10 each at check-in. We currently take the following forms of payment: cash, all major credit cards, and checks.

All cancellations must be submitted via email or phone. If payment has already been made, a credit in the payment amount will retain on the groups account to apply towards a future visit within one year of the scheduled visit.

Additional questions can be directed to sciencecenter@monroenc.org or you can call at 704-282-4570