



Field Trip Reservation Request

Form must be submitted no later than 7 days prior to requested date in order to qualify for the group rate.

School/Group Name _____ Grade Level _____

Contact Name _____ Address _____ City, State, Zip _____

Phone _____ Email Address _____

Your reservation is not final until you have received email confirmation.

Please list 3 choices of Date & Time #1 Date/Time _____ #2 Date/Time _____ #3 Date/Time _____

Basic Field Trip	No.	Fee	Amount
A Classroom teachers	_____	x \$2 = \$	_____
B Scholarship students (must provide letter)	_____	0	_____
C Paying students	_____	x \$5 = \$	_____
D Additional chaperones (1:5 ratio required)	_____	x \$5 = \$	_____
E Basic Field Trip Totals (minimum of 12 paid attendees is required)	_____	\$	_____

Reservation Payment Policy

Reservations will not be processed without payment information.

Your reservation is held with a credit card. The card is not processed; cash, check, or credit card can be used for payment on the day of your field trip. We will charge a \$20 fee against the credit card if your group does not provide at least one week notice of cancellation.

I accept responsibility for all field trip policies. (See page 2 of this form)

Additional Options (See page 18 of Education Resource Guide)

F HighWire Bike	_____	x \$2 = \$	_____
G Field Trip Program	_____	x \$3 = \$	_____
H Lunch Room #1 (Up to 35 people \$25, each additional use \$10)		\$	_____
Lunch Room #2 (Up to 45 people \$35, each additional use \$10)		\$	_____
I Additional Options Totals	_____	\$	_____

J **Grand Total** (Amounts from lines E +I) \$ _____

Due day of trip

Signature _____

Name on card: _____

Visa/MC/DC # _____

Exp. Date: _____

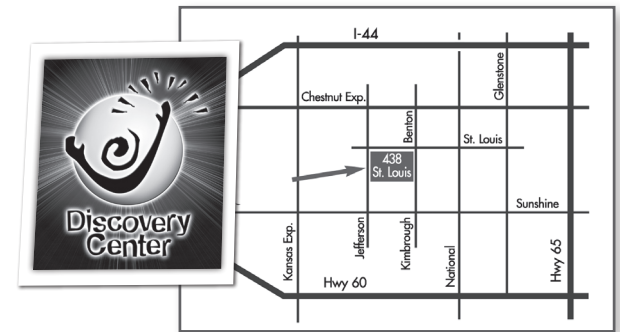
Fax, or mail, Attention Program Facilitator

(FAX) 417 862-6898 • 438 E. St. Louis Street Springfield, MO 65806

Prices valid for reservation dates through July 31, 2012. Discovery Center memberships and other discounts/coupons/passes do not apply to field trips.

Field Trip Policies

- Reservations should be made at least 7 days in advance.
- Field Trips can be reserved during operating hours, Tuesday through Sunday.
- Groups must follow all policies of Discovery Center.
This should be communicated to all other teachers and chaperones before arrival.
- There must be at least 12 paid guests in order to qualify for group discounts.
- Groups must have and pay for a 1 to 5 ratio of chaperones. Please make the assignments prior to your arrival and let all chaperones know they must interact and stay with the children while in the Center.
- Chaperones should not bring siblings or other children who are not directly involved with the field trip.
- **Field trips not confirmed by email within 7 days of arrival will be charged the walk-in group rate of \$6/person.**
- Discovery Center memberships and other discounts/coupons/passes do not apply to field trips.
- Students who qualify for the Free Lunch Program are eligible for free admission to Discovery Center (while scholarship funds last). To qualify, you must submit a letter on school letterhead, signed by your principal that states the exact number of children attending that meet this requirement. This letter MUST accompany your registration form. You will be contacted if no funds are available.
- Please have a complete head count upon arrival, as well as all money collected from the children and adults, to expedite entrance to Discovery Center.
- If your group is late, some activities may have to be cancelled without refund.
- Discovery Center has the right to refuse service or ask any group to leave (with no refund) if policies are not followed or if group is destructive.
- Payment in the form of cash, check or credit card is due on the day of your field trip.
- A lunch room with seating for 35-45 people, is available for an additional \$25-\$35 for the first seating and \$10 for each additional seating. Use must be requested at time of reservation. Lobby area may not be used for group lunches.



Visit online or in person
www.discoverycenter.org

Contact Us!

417 862-9910 x726
mwest@discoverycenter.org

(FAX) 417 862-6898
438 E St. Louis
Springfield, MO 65806

Hours & Holidays

Tuesday—Thursday 9am—5pm
Friday—Saturday 9am—6pm
Sunday 1pm—5pm

Closed Mondays, New Year's Day,
Easter, Thanksgiving Day, Christmas
Eve, Christmas Day & September 5–9