

Discovery Center Group Reservation/Field Trip Form

Questions? Call 417-862-9910 x726 or email info@discoverycenter.org

Forms submitted less than 14 days of requested date will pay the walk-in group rate of \$7/person.

In house program bookings based on STEM Instructor availability.

Office Use Only:

Patron # _____

Sale # _____

Emailed _____

School/Group Name _____ Grade Level _____

Contact Name _____ School/Group Address _____

City, State, Zip _____ Phone # of Contact _____ Email Address _____

Your reservation is not final until you have received email confirmation

Requested Date: _____

Requested Check In Time: _____

Check in on the quarter hour; earliest check in 9:15 am

After completing the Adults Attending box, select ONE experience package for ALL attending students and review and sign the field trip policies on page 2.

Adults Attending Day of Field Trip:

Adults chaperones: _____ x \$6 = _____

TOTAL adult chaperone cost = _____

DCS requires a 1:5 adult to student ratio

Discover Package: \$13/student

Package includes the following for each student:

- 1 Field Trip Admission
- 1 45-minute In House Program
- 1 HighWire Bike Ride

Note: All students attend same in house program. See website for program descriptions. Please allow 1 hour/15 students to ride the HighWire Bike.

In House Program of choice: _____

TOTAL: (# of students) _____ x \$13 = _____

Innovate Package: \$11/student

Package includes the following for each student:

- 1 Field Trip Admission
- 1 30-minute In House Program
- 1 HighWire Bike Ride

Note: All students attend same in house program. See website for program descriptions. Please allow 1 hour/15 students to ride the HighWire Bike

In House Program of choice: _____

TOTAL: (# of students) _____ x \$11 = _____

Inspire Package: \$11/student

Package includes the following for each student:

- 1 Field Trip Admission
- 1 45-minute In House Program

Note: All students attend same in house program. See website for program descriptions.

In House Program of choice: _____

TOTAL: (# of students) _____ x \$11 = _____

Learn Package: \$9/student

Package includes the following for each student:

- 1 Field Trip Admission
- 1 30-minute In House Program

Note: All students attend same in house program. See website for program descriptions.

In House Program of choice: _____

TOTAL: (# of students) _____ x \$9 = _____

Play Package: \$6/student

Package includes the following for each student:

- 1 Field Trip Admission

TOTAL: (# of students) _____ x \$6 = _____

Field Trip Scholarships

Discovery Center offers scholarships, when funds are available, to students who receive free or reduced lunch. Scholarships covers \$6 of student admission. Minimum of 12 paid attendees for scholarships funding. Scholarships cannot exceed 75% of admission cost. To request scholarship funding, please see letter requirements in the Visitor Policies section of this form.

Staying for Lunch?

Book a lunchroom for 30 minutes

One Small Lunch Room (\$30)
(up to 30 total students and adults)

Time requested: _____

Two Small Lunch Rooms (\$45)
(31-59 total students and adults)

Time requested: _____

Large Lunch Room (\$65)
(More than 60 total students and adults)
(Auditorium: seats up to 90 people per 30 minutes shift; additional \$10 per shift)

Time(s) requested: _____

Prices valid for reservation dates through July 31, 2018.
Discovery Center discounts and coupons do not apply to field trips.

Grand Total: _____

Visitor Policies

- Field Trips can be reserved for normal operating hours. Please call 417-862-9910 ext. 709 for after hour rentals.
- **Field trips not confirmed within 14 days of arrival will be charged the walk-in group rate of \$7/person.**
- There must be at least 12 paid guests in one payment transaction in order to qualify for group discounts.
- Groups must have and pay for a 1:5 ratio of chaperones. Please assign your chaperones to student groups 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 unless 1:5 ratio can be maintained with additional children.
- Students who qualify for the Free and Reduced Lunch Program are eligible for free admission to Discovery Center (while scholarship funds last). To qualify, please 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. Scholarship funding cannot exceed 75% of admission cost. Must have a minimum of 12 paying attendees to qualify for scholarship funding.
- Please have a complete head count upon arrival to expedite entrance to Discovery Center, as well as all money collected from the children and adults to expedite entrance in to the Center. There must be 12 paying guests on one transaction to qualify for the pre scheduled group rate; all other visitors paying separately will be charged the \$7 walk in group rate.
- If your group is late, some activities may have to be cancelled without refund.
- Payment in the form of cash, check or credit card is due on the day of your field trip.
- Discovery Center memberships may be used on a field trip **ONLY IF** a photocopy of the card is provided at check-in. If no copy of the card is available please plan to pay for the student.
- Groups wanting to eat lunch at the Discovery Center must book a lunch room that is appropriate to their group's size. Lobby area may not be used for group lunches.
- Discovery Center has the right to refuse service or ask any group or individuals to leave, with no refund, if policies are not followed or if group is destructive. **Discovery Center has a zero tolerance policy for bullying; any individual or group that does not comply with all DCS policies may be asked to leave without refund or be required to wait in the lobby with a chaperone for the remainder of the field trip/group visit.**



Before arriving, please remind students to:

1. Walk at all times
2. Stay with your assigned adult
3. Respect all people and property within Discovery Center

All group visits or additional activities (HighWire Bike, lunchrooms, and in house programs) canceled without 1 week's notification to the Education department will not be removed from the invoice.

I accept responsibility for all field trip policies

Signature

EMAIL, FAX, OR MAIL THIS FORM ATTENTION EDUCATION DEPARTMENT
info@discoverycenter.org • 417-862-6898 • 438 E. St. Louis St. Springfield, MO 65806