

Field Trip Agreement



This contract must be completed and signed within five days of booking, and no less than two weeks prior to your selected field trip date. Please complete all field trip details below.

Field Trip Details

School _____ Teacher(s) _____

Address, City, State, Zip _____

Phone number _____ E-mail address _____

Date selected _____ Time selected 9:30-11:30am 11:30-1:30pm

Inquiry class _____

Total number of students _____ Number of classes _____ Grade level _____

Number of chaperones _____ Number of teachers _____ Check here if team teachers

Field Trip Rates

- Inquiry class and exhibit exploration \$4.00 per student
- Exhibit exploration only \$3.00 per student

Note: Please ask about reduced field trips rates for schools with 50% or higher free and reduced lunch.

Museum use only

Number of students (expected) _____ Rate _____ Total _____

Number of students (actual) _____ Rate _____ Total _____

Transportation & Parking

Buses should park on the south side of the building in the yellow loading zone on Stewart Street. Vans and cars can be parked in our lot on the north side of the building accessible from Center Street and Sinclair Street.



Field Trip Agreement (continued)



Chaperones

The Discovery defines a chaperone as an adult over 18 years old. We encourage active chaperone participation. Chaperones are responsible for the behavior of the students and must stay with their group at all times. Required chaperones are free of charge, and additional chaperones are \$8 per person.

_____ Only students who are a part of the field trip class are permitted to participate in the field trip.
INITIAL HERE Siblings and/or additional children will be charged \$8 per person.

Required Ratios

- Pre-K through 2nd Grade One chaperone for every four students
- 3rd Grade and above One chaperone to every seven students

Arrival, Check In & Payment

Before checking in, it is important you have an exact head count of your students and accompanying chaperones to ensure we charge your group correctly. Please have one person in charge come in the front door and check in with the front desk while your group remains on the bus/van. **Your group must enter the museum via the Discovery Portal on the north side (parking lot side) of the building.** A Discovery representative will greet you.

Payment for field trips, whether in advance or upon arrival, must be made in one lump sum. Any additional members of your group paying individually will be charged at our general admission rate of \$8 per person.

_____ Payment is due upon arrival at the front desk. We accept cash, checks, Visa, American Express,
INITIAL HERE Master Card and Discover.

_____ The Discovery's annual memberships do not apply to field trip admission.
INITIAL HERE

Rescheduling or Canceling

_____ Field trips may be rescheduled or cancelled up to 5 business days prior to the scheduled date for no
INITIAL HERE additional fee. A \$50 fee will be charged for any changes or cancellations made within 5 business days in advance. Rescheduling will be subject to availability.

Aggressive or Offensive Behavior

_____ Any aggressive or offensive behavior on the part of a child will be reported to his/her teacher/
INITIAL HERE chaperone and may result in the child's removal from the Museum premises. Please understand that all children are required to be respectful to all staff, children and guests.

Field Trip Agreement (continued)



Visitor Amenities & Accommodations

 Eating Lunch: Picnic Place is the museum's designated dining area. We need to know in advance if
INITIAL HERE your group would like to utilize this space to eat lunch.

Eating lunch in the museum? Yes No If yes, what time? 11:00am 11:30am
Ideal for PM trips Ideal for AM trips

Lunch Boxes: We provide large plastic bins for lunch boxes to be kept during museum exploration. Please make sure to put your lunches in the correct bin assigned to you to avoid lost lunches.

First Aid: If you need first aid or emergency assistance, please ask your educator or find a Museum Experience Guide (MEG) to help you. MEGs can be identified by their light blue aprons.

Lost & Found: If you are missing an item, please check at the Front Desk where lost and found items are stored.

Special Needs

Please let us know in advance if your group has special needs. Notes: _____

Visiting the Museum Store

The Museum Store is open for shopping during field trips Tuesday through Friday starting at 10:00am. Only 5 students at a time are allowed in the store and must be accompanied by at least one adult/chaperone.

I HAVE READ AND UNDERSTAND THE ENTIRE FIELD TRIP AGREEMENT. I AGREE TO BE BOUND BY ALL OF THE PROVISIONS OF THIS CONTRACT AND ALL OF THE ADDITIONAL TERMS AND CONDITIONS TO THIS CONTRACT. I AGREE TO ALL FIELD TRIP DETAILS STATED ON PAGE ONE OF THIS CONTRACT.

Printed name _____ Date _____

Signature _____ School name _____

Fax completed agreement to **775-313-9897** or e-mail to **fieldtrips@nvdm.org**

Museum use only

The Discovery representative acceptance _____ Date _____