



FIELD TRIP RESERVATION REQUEST FORM

Field Trips are booked Wednesdays – Fridays with approval from CMAC

We cater to ages infant—9 years old; CMAC WILL NOT BOOK FIELD TRIPS FOR GROUPS WITH CHILDREN AGED 10 AND OLDER

School: _____

Address: _____

Educator Name: _____ Phone Number: _____

Educator Email: _____

Date of Visit: _____ Start Time _____ End Time _____ Grade _____

Number of Students _____ Number of Educators/Teachers _____ Lunch/Snack ____ Yes (\$4.27) ____ No (\$3.74)

FIELD TRIP POLICIES

- ☐ CMAC offers groups rates starting at \$3.74 per person for schools, daycares, and churches **bringing a minimum of 15 children**. If you would like to use a Private Room for a lunch/snack break, the group rate is \$4.27 per person; this includes parents/chaperones. One teacher per every 5 children is FREE.
- ☐ Reservations are required at least a week in advance.
- ☐ Cancellations must be made at least 48 hours in advance.
- ☐ Payment is due on the day of your visit. If paying with a check, make payable to: Children's Museum of Alamance County.
- ☐ Payment for students and teachers must be made as a single payment. Parents, chaperones and additional guests may pay individually at the door.
- ☐ Changes to the number of students must be made 1 day prior to the event.
- ☐ **Teachers and Chaperones are responsible for direct supervision of children.**
- ☐ **Please enforce our policies:**
 1. Always use walking feet, no running, keep your shoes on.
 2. Be respectful of self, others, and museum exhibits.
 3. Share
 4. Always use your helping hands to put things back where they belong.
 5. Please keep all food, drinks and chewing gum out of the exhibit/outside areas.
 6. Have fun!

Signature of lead educator _____ Date _____

EMAIL COMPLETED FORMS TO INFO@CHILDRENSMUSEUMOFALAMANCE.ORG

Office Use Only _____

Booking Date: _____ Initials of CMAC Staff: _____

Mailing Address: PO Box 1178 Graham, NC 27253 (336) 228-7997 www.childrensmuseumofalamance.org

Located at 217 S. Main Street Graham, NC 27253