

Field Trip Request



Complete this form and agreement and fax to (503) 316-3485 or e-mail to membership@acgilbert.org. You can also mail it to us at: Gilbert House Children's Museum, 116 Marion St, Salem, OR 97301. At least two weeks advance notice is required to schedule your program. Your program is not confirmed until you receive an e-mail confirmation. Questions? Please call (503) 371-3631.

Your Information

Name _____

School Name _____

Contact phone _____

Contact phone on day of field trip: _____

E-Mail _____

Address _____

City _____ State _____ Zip _____

Age/grade of students _____

Plan your visit to Gilbert House Children's Museum:

	Quantity	Cost	Total
Children Groups over 75 will be charged an additional \$50 fee.		\$5.00 per child \$50 fee for 75+ children	
Adult Chaperones One adult chaperone over age 18 for every five students is admitted free.		FREE	
Additional adults Adults over the five chaperone limit.		\$5.00 per chaperone	
<input type="checkbox"/> Reserve Indoor Lunch space		\$25.00 per space. 20 children per space.	
Experience Add-On: Workshop* <input type="checkbox"/> Japanese Fish Printing <input type="checkbox"/> Insect Discovery <input type="checkbox"/> The Science of Flight		\$100 per program. 20 children per program.	
Experience Add-On: Quests		\$1.00 per student	
Experience Add-On: Art Studio*		\$2.50 per student	
Experience Add-On: Guided Discovery* <input type="checkbox"/> Surprising Science		\$4.00 per student	

*Available September through June.

TOTAL AMOUNT DUE:

Internal use only

Scheduled date/time: _____

Confirmation packet sent.

Educator scheduled Name: _____

Salesforce

Calendar

Notes

Preferred date of visit

(list in order of preference)

1. _____

2. _____

3. _____

Preferred time of visit

10:00 am 10:30 am

11:00 am 11:30 am

12:00 pm 12:30 pm

1:00 pm _____

When do you plan on departing Gilbert House?

Field Trip/Program Agreement



Thank you for including Gilbert House Children's Museum in your students' education experience. This form must be signed, dated, and returned with your Registration Request.

SCHEDULING A VISIT: At least two weeks' advance scheduling is required to receive group rates. Groups are scheduled on a space-available basis.

PAYMENT AND DISCOUNTS: Groups must pay in a lump sum using a single form of payment. Gilbert House accepts checks, credit cards, cash, or purchase orders. Individual payments are not counted toward the group total and will be processed at the regular admission rate. Rates reflect a reduced rate for organized groups of 10 or more paid admissions. There are no additional discounts. Membership discounts, coupons, or ACCESS rates do not apply to group visits. A one-on-one instructional assistant for a special needs student attending a field trip or class is welcome without charge.

We cannot issue refunds for checks that are written for more than the amount due.

Admission and field trip fees must be paid on or before the day of the field trip or workshop. Payments covered by purchase orders are due within 30 days of receipt of invoice.

My payment due date: _____

ARRIVAL: Please arrive 10-15 minutes early to accommodate parking and check in. Students must remain on the bus until instructed by Gilbert House staff to disembark. Only the lead chaperone or field trip coordinator is permitted in admissions areas for payment processing.

LATE ARRIVAL: It is important that your group arrives on time. Please call in advance if you know you will be late for a scheduled program or class. Our schedule may allow us to present your program in full. However, if groups are over thirty minutes late, your program may be cancelled and you will be charged 50% of the class fee. Field trip groups that arrive late are not allowed to purchase additional time and must depart at their scheduled time.

PARKING: Buses may temporarily park in the bus loading/unloading zone on Water Street to drop off and pick up students. Buses may park in the Riverfront Park parking lot. Free parking is available to individual vehicles in the lot under the Marion Street Bridge, directly in front of Gilbert House. Free parking is also available in the Riverfront Park parking lot. Metered parking is also available at a rate of \$1.25 per hour.

CHAPERONE EXPECTATIONS

One adult chaperone for every five students is required and is admitted free. Additional adults are admitted at the group rate of \$5.00. Chaperones must be 18 years of age or older and must actively supervise children at all times. Chaperones are encouraged to refrain from cell phone use. The required chaperone to student ratio is 1:5. Groups who do not meet the chaperone ratio will not qualify for the group rate and must pay the regular admission rate.

LUNCHES: You may bring your own lunch and eat at one of our free outdoor eating areas. If space is available, you may rent a classroom to eat in for \$25/hour. Please utilize garbage and recycling stations.

EXHIBIT AVAILABILITY: Occasionally, some exhibits may be unavailable due to unforeseen circumstances. Chaperones will be informed of exhibit closures upon arrival at Gilbert House.

LARGE GROUPS: Groups larger than 30 children will be divided into smaller groups to alleviate crowding and chaperones will be provided with a staggered rotation schedule so both students and regular visitors will be able to enjoy exhibit spaces. Groups over 75 children will be charged an additional \$50 for staffing support and facility management.

CANCELLATIONS: A cancellation fee of 50% of the cost of the program or field trip will be assessed for programs or field trips rescheduled or cancelled with less than 48 hours' notice. No cancellation fee will be charged in the event of school closure due to inclement weather, provided the field trip or site coordinator notifies Gilbert House of the closure.

My cancellation deadline: _____

PROGRAM CAPACITY REQUIREMENTS: All programs must adhere to program capacity requirements. Groups that exceed that exceed capacity requirements will be charged a fee of \$4.00 per additional student. Gilbert House program staff reserves the right to reschedule programs that exceed the capacity requirements by more than 5 students so an additional educator can be added to the program.

I have read and understand all of the above guidelines.

Signature

Date

Should you have any questions, please call the Gilbert House at (503) 371-3631.