



Group Reservation Request Form

Reservations are essential for groups. Please use the form below to submit a request to our scheduling department. The request is not confirmed until you receive a phone call or email from our reservations department validating your date and times. Please allow 24 hours for a response. You may submit this form via email or fax to the Visitors Services Department. Thank you!

Contact Information:

Name of Organization/School: _____
Name of Lead Person Booking Trip: _____
Mailing Address: _____
School Phone #: _____ Alternate Phone #: _____
Fax #: _____ Email Address: _____
Tax exempt?: Yes ____ No ____ Tax ID#: _____
How do you prefer to be contacted: Email ____ Telephone ____ If telephone, what time of day? _____

Visit Date: 1st choice _____ 2nd choice _____ 3rd choice _____

Visit Times: Arrival _____ Departure _____

Lunch Option: Yes, we want to bring a sack lunch ____ No, we will not be eating lunch at your facility ____ **Preferred Lunch Time:** _____ (We cannot guarantee your preferred lunch time, but will make every effort to accommodate.)

Group Specifics:

#of children attending (estimation): _____ Grade level/Age: _____
Groups over 25 will be broken into groups to explore. If you have any preference on which teachers/classes need to be grouped together, please specify that information below when giving teachers' last names.

Teachers _____ Teacher Last Names: _____

Additional Programming Requested:

Science Live!: 1st Choice: _____ 2nd Choice: _____
Education Class ½ hr: 1st Choice: _____ 2nd Choice: _____
Education Class 1hr: 1st Choice: _____ 2nd Choice: _____