



miSci Field Trip Reservation Request Form

School/Organization name: _____

Requested date: _____

Teacher/Contact Person: _____

Alternate date: _____

Physical Address: _____

Time Slot: ____ 9:45 arrival – 12:45 departure

Time Slot: ____ 10:00 arrival – 1:00 departure

City: _____ State: _____ Zip: _____

Time Slot: ____ 10:15 arrival – 1:15 departure

Email: _____

Any students with special needs? _____

Phone: _____

What needs _____

****You will be charged and expected to pay upon booking based on this headcount when invoice is sent.**

PROGRAMS

\$15.50 per student/\$21 per adult

Grade: _____

Teachers and Assistant Teachers are free

How many classrooms coming: _____

Number of students expected: _____

Class Title Requested: _____

Number of teachers expected: _____

Number of chaperones expected (**needs to be paid as one payment collected by the school ahead of time**): _____

Planetarium Show Title Requested: _____

Email Address to send Billing Invoice to: _____

Would you like time in the museum gift shop? _____

Billing Contact: _____

Billing Phone # _____

Complete this form and email it to reservations@misc.org. A miSci reservationist will email you to book your trip or outreach. **NOTE: Your reservation is NOT booked until you receive a confirmation email from miSci.** miSci is an active science center. We strive to fulfill our mission by serving people from throughout the region every day.

ADDITIONAL INFORMATION

Payment Policy:

An invoice will be created based on the number of students and chaperones you list on this form. Payment is due upon receipt of your invoice. You may mail a check made out to “miSci” sent along with your invoice to 15 Museum Drive, Schenectady, NY 12308. For credit card payments please contact reservations@misc.org.

Museum membership, library, or other passes **will not** be accepted for any portion of your group’s payment. In addition, all students, teachers and chaperones must be included in your total count, and payment must be completed in one transaction. Chaperones may not purchase their admission separately.

Late Arrival Policy:

Field trips and group visits may only be extended up to a maximum of 15 minutes beyond the scheduled end time, and only in the event of arrival 30 minutes or more past the scheduled start time.

Cancellation Policy:

We understand that circumstances change, and that you may need to cancel your field trip. Due to limited availability, We require a minimum of 5 business days’ notice for cancellation. Please inform us of the cancellation by 1 p.m., 5 business days prior to your scheduled event. This allows us to offer that timeslot to other groups.

Please cancel by contacting: Cindy DeMarco at reservations@misc.org

miSci Promotional Photography Policy:

miSci’s promotional policy states that by entering the facility and/or participating in a miSci activity or event, you consent and authorize without restriction or compensation to the possible use of your and your accompanying group’s image appearing in photograph, audio, video, or any other formats which may be included in future media of marketing.

Disclaimer:

The performance of this Agreement by either party is subject to acts of God, government, authority, disaster, strikes, civil disorders, or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for your event. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

"To the fullest extent permitted by law, the "Client" shall defend, indemnify and hold harmless miSci (the Schenectady Museum Association), its officers, directors, and employees from and against any and all claims, demands, suits, or cause of action that result from injury to any persons, including death, or damage, to loss of tangible property arising from the negligent acts or omissions of "Client," its employees, or agents in connection with this Agreement."

Cancellation Policy Agreement:

We require a minimum of 5 business days' notice for cancellation. Please inform us of the cancellation by 1 p.m., 5 business days prior to your scheduled event. If there is no prior notice or if the notice given is not provided within the minimum notice period, you will be charged a cancellation fee for the missed event. If late cancellation is due to illness or inclement weather, the event may be rescheduled without incurring a cancellation fee.

The cancellation fee is \$50 per hour of programming scheduled.

Client signature Date

Agreement to book and pay for field trip based on headcount provided on this form:

Client signature Date