



## In Person Outreach Reservation Request Form

**Outreach Class - \$180.00 plus mileage fee for up to 25 students, \$7.20 per extra student  
Material fee for Dry Ice or Liquid Nitrogen is \$55, Material fee for Optical Illusions is \$15**

**Starlab \$365 for 1<sup>st</sup> show, \$80 per additional shows up to 5 per day plus mileage fee**

Starlab      Outreach      (Please circle one)

**\*\*\*\*Please allow at least 2 weeks for class prep.**

School/Organization name:

Requested date: \_\_\_\_\_

\_\_\_\_\_

Alternate date: \_\_\_\_\_

Teacher/Contact Person:

Start Time: \_\_\_\_\_

\_\_\_\_\_

End Time: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

Any students with special needs? \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

If so what

Billing Address: \_\_\_\_\_

needs? \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

### PROGRAMS

Grade: \_\_\_\_\_

**Class Title requested: (outreach only)**

\_\_\_\_\_

**\*\*you will be billed based on this**

**headcount and expected to pay at time of  
booking**

**Planetarium Title show (Starlab only):**

\_\_\_\_\_

Number of students expected: \_\_\_\_\_

**Number of sessions of a class or show: \_\_\_\_\_**

Number of chaperones expected: \_\_\_\_\_

Version: June 2025

miSci (museum of innovation and science)

15 Museum Drive

Schenectady, NY 12308

Phone: 518.382.7890

[www.misci.org](http://www.misci.org)

reservations@miSci.org

**Complete this form and email it to [reservations@misci.org](mailto:reservations@misci.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 you list on this form. An invoice will be sent. 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@misci.org](mailto:reservations@misci.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.

### 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@misci.org](mailto:reservations@misci.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 you and your accompanying group's image appearing in photograph, audio, video, or any other formats which may be included in future media of marketing.

Please sign and date below. If you have questions, please contact Cindy DeMarco, reservationist, at 518-382-7890, ext. 228.

### ***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."*

Version: June 2025

miSci (museum of innovation and science)  
15 Museum Drive  
Schenectady, NY 12308

Phone: 518.382.7890  
[www.misci.org](http://www.misci.org)  
[reservations@misci.org](mailto:reservations@misci.org)

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 outreach class or Starlab show based on headcount provided on this form:

---

Client signature

Date