



In Person Outreach Reservation Request Form

Outreach Class - \$185.00 plus mileage fee for up to 25 students, \$7.00 per extra student

Material fee for Dry Ice or Liquid Nitrogen is \$55, Material fee for Optical Illusions is \$15

Starlab \$375 for 1st show, \$75 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: _____

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 amount 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@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.

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.

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."

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

Phone: 518.382.7890
www.misci.org
reservations@misc.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 provide on this form:

Client signature

Date