



SCHOOL TOUR RESERVATION REQUEST FORM

(PLEASE MAKE A COPY OF YOUR RESERVATION FORM)

Teacher/Tour Coordinator Name (Please print) _____

School and Room # _____

Address _____ City _____ Zip _____

Contact/Work # _____ E-mail _____

PLEASE E-MAIL COMPLETED RESERVATION FORM(S) TO: aransom@poway.org OR FAX TO: 858/668-1231

SCHOOL TOURS AVAILABLE ON THE FOLLOWING DAYS:
WEDNESDAY AND FRIDAY MORNINGS FROM 9:00 A.M. - 11:00 A.M.

MAXIMUM 30 STUDENTS PER TOUR
TOUR FEE: \$4

SCHOOL DISTRICT PURCHASE ORDERS PREFERRED

PLEASE USE ADDITIONAL FORMS, IF NECESSARY

Class/Teacher's Name (One class per box, please)	Students' Average Age	Requested Tour Date	Number of students	Total Fee Due

CANCELLATION POLICY

Occasionally, due to unforeseen circumstances, a school tour may have to be cancelled. The school's tour coordinator will be notified. **If a school cancels a tour, no fees will be refunded if the trip is cancelled within three (3) business days of the scheduled tour date. **

RAIN POLICY: Please check the following website at 6 pm on the evening prior to your tour:

<http://forecast.weather.gov/MapClick.php?CityName=Poway&state=CA&site=SGX&textField1=32.9628&textField2=-117.035&e=1>

The tour will automatically be cancelled if the prediction for precipitation is 50% or more. To reschedule please call (858) 668-4781 or email aransom@poway.org.

CHECK THIS BOX TO CONFIRM THAT YOU ACCEPT THE CANCELLATION POLICY Date _____

..... **FOR OFFICE USE ONLY**

FORM OF PAYMENT: Purchase Order Amount _____ Number _____
 Cash Amount _____
 Check Check # _____ Amount _____

Received by: _____ Date _____