



Returning School: Reservation Contract

All policies are enforced at the discretion of McDowell Staff to ensure the best experience for all schools and participants. Please contact us by phone with any questions or concerns.

Reservation Policy: No Deposit Required

Planning Policy: An accurate count of participants is due at the time of 'Trip Planning Form' submission (90 days prior to the scheduled trip date).

Cancellation Policy: If you cancel within 90 days of your visit, the school is responsible for a payment of 10% of the number of participants (student and adult) on the 'Trip Planning Form'. If that is not submitted we will use the number provided on this Reservation Contract. Payment is due within 30 days of cancellation.

If you cancel within 30 days of your visit, you are responsible for the school is responsible for a payment of 50% of the number of participants (student and adult) on the planning form. If that is not submitted we will use the number provided on this Reservation Contract. Payment is due within 30 days of cancellation. Schools are able to carry over the amount owed to a rescheduled trip for the same numbers of participants that occurs within 1 year of the original trip date.

SCHOOL: _____

DATES RESERVED: _____

SCHOOL ADDRESS: _____

LEAD TEACHER: _____

E-MAIL ADDRESS FOR LEAD TEACHER: _____

ADMINISTRATOR: _____

E-MAIL ADDRESS FOR ADMINISTRATOR: _____

School Phone: _____ **Cell Phone # of Lead Teacher:** _____

OF STUDENTS: _____ **# OF ADULTS** _____ **GRADE** _____

Do you plan to take:

TRUST SWING (5th +) _____ *CLIMBING WALL (5th +)* _____ *POWER POLE (7th +)* _____

By signing this Reservation Contract, you are committed to the dates and approximate students listed above and understand the above policies.

Lead Teacher Signature: _____ **Date:** _____

Principal/Administrator Signature: _____ **Date:** _____

Meredith Donaldson (she/her) Director McDowell Environmental Center mecdiretor@campmcdowell.org	Kim Corson (she/her) Assistant Director McDowell Environmental Center pc@campmcdowell.org
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