



Reservation Confirmation

RETURNING SCHOOL

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

Reservation Policy: Groups are expected to bring the number of participants indicated at the time of the Reservation Confirmation. McDowell Environmental Center allows for a 10% reduction in group size from the reserved amount without penalty. For decreases greater than 10%, the group will be billed 50% of the no-show registrants' fees.

Contract Policy: An accurate count of participants is due at the time of contract submission (60 days prior to the scheduled trip date). Once the 60-day deadline has passed, the school is responsible for a payment of 75% of the number of participants (student and adult) on the contract. Payment is due within 30 days of cancellation.

Cancellation Policy: If you cancel within 30 days of your visit, you are responsible for the full sum of your visit. Payment is due within 30 days of cancellation.

****Any penalties assessed will be applied toward your school's next trip.****

SCHOOL: _____

DATES RESERVED: _____

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? _____ CLIMBING WALL? _____ POWER POLE? _____

By signing this Reservation Confirmation, you are committed to the dates and approximate students listed above and understand the Cancellation policy.

Lead Teacher Signature _____ Date _____

Principal / Administrator Signature _____ Date _____

**Meredith Bower
Director**

McDowell Environmental Center
mecdirector@campmcdowell.org

**Kim Corson
Assistant Director**

McDowell Environmental Center
pc@campmcdowell.org

105 Delong Rd
Nauvoo, AL 35578

fax: 205-221-3454
phone: 205-387-1806

www.mcdowellcc.org
pc@campmcdowell.org