



New 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 by phone with any questions or concerns.

Reservation Policy: A non-refundable deposit is required 2 weeks from the date your reservation is made in order to secure your place on our calendar. The reservation fee is as follows: \$200.00 for fewer than 50 students or \$400.00 for 50 students or more. This deposit will be used towards your trip total.

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 mecdirector@campmcdowell.org	Kim Corson (she/her) Assistant Director McDowell Environmental Center pc@campmcdowell.org
---	---

105 Delong Rd
Nauvoo, AL 35578

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

www.mcdowellec.org
pc@campmcdowell.org