



## Field Trip Reservation Request Form

Teacher making reservation: \_\_\_\_\_ Today's Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

School phone: (include teacher mailbox #): \_\_\_\_\_

Cell phone (day of trip): \_\_\_\_\_ Email: \_\_\_\_\_

Date of Field Trip (must be a Thursday morning): \_\_\_\_\_

Grade Level: \_\_\_\_\_ Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Total Number Attending: \_\_\_\_\_ (minimum of 15 children; maximum of 60 people)

Arrival/Departure Time Choice:

9:00 to 10:30

9:30 to 11:00

10:00 to 11:30

Other (with prior approval)

Please Specify: \_\_\_\_\_

Students with Special Needs? \_\_\_\_\_

Any Other Special Arrangements? \_\_\_\_\_

### Payment Options: (Please select one)

1. **Small Groups** (15 to 25 people): minimum of 15 children. Price is \$4.00 per CHILD, with 5 adults attending for free. Extra adults and siblings are \$4.00 each.

**\*\* Please note: Children whose parents are members of the museum are still required to pay the field trip admission fee. Their parents may enter for free on the day of the field trip.**

2. **Large Groups** (25 to 60 people): Price is \$2.00 per PERSON, with a minimum charge of \$75.00. Two teachers admitted free of charge. Limit of 60 people attending at one time.

Please return this completed form with a non-refundable deposit of \$35.00. Please make check payable to: Cookeville Children's Museum. We also accept MC, VISA, and Discover cards. This deposit will be deducted from the final amount due on the day of the field trip.

For additional information, please contact Susan Capron, Executive Director, at  
931-979-7529 or ccmuc@frontiernet.net.

**Please mail completed form, with deposit, to: KCCM, 36 W. 2nd Street, Cookeville, TN 38501**