



## Field Trip Contract & Request Form

Phone: 706-857-0826 | Address: 2800 Sloppy Floyd Lake Rd, Summerville, GA 30747.

1. Please be on time. Allow enough time for students to use the restroom and get reorganized prior to the booked time. Park staff have set aside time to spend with your group, so please notify the park if you are going to be arriving late.
2. The Field Trip Request Form must be received a minimum of 2 weeks before the date of the field trip. Field Trip time and date will be finalized by Park Management, and one will reach out as soon as possible.
3. Field Trip Fees must be paid before or upon arrival.
4. If scheduling changes are needed, please let the Park know as soon as possible.
5. If the group is staying for lunch, management encourages you to book a Picnic Shelter with the trip (\$35). This will ensure that the group has a spot to eat. The Picnic Shelters are on a first come first served basis. So, if a Picnic Shelter is not booked, Park Management will be unable to make sure tables are available.
6. Prices will vary depending on the programs.

Name of Teacher					
Contact Number		Email			
School Name					
School Address					
Number of Students		Grade		Title 1	
Program Requested					
Date Requested					
Alternative Dates					
Time Requested					

Will you be booking a picnic shelter?	
We can accommodate all levels and abilities. Please list any needs or concerns you have (ex. Physical strength, age, disabilities, etc.)	
Requester's Signature	
Date	

When completed, please return to the Park Office or email a copy to [amber.payne@dnr.ga.gov](mailto:amber.payne@dnr.ga.gov).

**Park Staff Section:**

Program Approved		Approved By		Approved On	
Program Title				Program Date	
Program Time				Price Tool	