



Field Trip Contract & Request Form

Phone: 770-732-2613 | Address: 1750 Mount Vernon Road, Lithia Spring, GA 30122.

1. Please arrive on time. Allow time for your group to use the restroom facilities, be divided into smaller groups, etc. before the scheduled time of your program. Park Staff have set aside time to spend with your group, so please notify the park if you will be arriving late. Arriving more than 30 minutes late will require your group to forfeit their program without refund.

2. The Field Trip Contract and Request Form must be received a minimum of two (2) weeks prior to the date of your requested field trip program. Program date and time are not finalized until approved by Park Staff.

3. Field trip program fees must be paid upon arrival.

4. Changes to your program request must be made more than 72 hours before your scheduled program.

5. We require one (1) adult for every ten (10) students. It is the responsibility of the adults within your group to ensure discipline.

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 adrian.fox@dnr.ga.gov.

Park Staff Section:

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