



## RESERVATION REQUEST FORM

School/Organization name: \_\_\_\_\_

School District (if applicable): \_\_\_\_\_

Teacher/Contact Person: \_\_\_\_\_

### PROGRAM INFORMATION

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Grade/Ages of students: \_\_\_\_\_

Number of students expected: \_\_\_\_\_ Number of adults/chaperones: \_\_\_\_\_

Requested program date(s): \_\_\_\_\_

### PROGRAM CHOICE

Visit [dudleyobservatory.org/educational-programs](http://dudleyobservatory.org/educational-programs) for choices and descriptions

1. \_\_\_\_\_ 2. \_\_\_\_\_

Program start time: \_\_\_\_\_ Program end time: \_\_\_\_\_

### BILLING INFORMATION

Same as information above  Please email my invoice

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

**Complete this form and email it to [mevans@dudleyobservatory.org](mailto:mevans@dudleyobservatory.org). We will email you to book your outreach program. NOTE: Your reservation is NOT booked until you receive a confirmation email from the Dudley Observatory.**

## **ADDITIONAL INFORMATION**

### **Payment Policy:**

Full payment for your program is due within three (3) weeks after the visit. You will receive an invoice from the Dudley Observatory when your program has been completed. Payments in the form of cash or check are accepted. Checks should be made out to "Dudley Observatory". We cannot process any payments via credit/debit card at this time and apologize for any inconvenience.

### **Promotional Photography Policy:**

Dudley Observatory's promotional policy states that by participating in an activity or event, you consent and authorize without restriction or compensation to the possible use of your and your accompanying group's image appearing in photograph, audio, video, or any other formats which may be included in future media of marketing.

Please sign and date below. If you have questions, please contact Melanie Evans at [mevans@dudleyobservatory.org](mailto:mevans@dudleyobservatory.org)

### **Disclaimer:**

The performance of this Agreement by either party is subject to acts of God, government, authority, disaster, strikes, civil disorders, or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for your event. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability. "To the fullest extent permitted by law, the "Client" shall defend, indemnify and hold harmless the Dudley Observatory, its officers, directors, and employees from and against any and all claims, demands, suits, or cause of action that result from injury to any persons, including death, or damage, to loss of tangible property arising from the negligent acts or omissions of "Client," its employees, or agents in connection with this Agreement."

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_