

# Summer Field Trip Reservation Form

## CONTACT INFORMATION

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Person Making Reservation: \_\_\_\_\_

School / Organization Name: \_\_\_\_\_

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

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

Contact Email Address: \_\_\_\_\_

Lead Point of Contact for Trip (this person should be attending on the day of trip): \_\_\_\_\_

Cell Phone (used only for emergencies): \_\_\_\_\_

## BASIC INFORMATION

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Choice of Dates: 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_

Ticket Type:  Day Pass (4 Hours).....\$13.00

Total Number of Children: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Total Number of Adults (Employees or Staff + Chaperones): \_\_\_\_\_

*We will not accept reservations for more than 40 people at a single time slot. If your group has more than 40 guests, a member of our Reservations team will reach out to you to discuss alternative schedule options.*

Arrival Time:  10:30 a.m.  11:00 a.m. Departure Time: \_\_\_\_\_

We are arriving by:  Bus  Car  SunRail  Other: \_\_\_\_\_

*Garage parking is offered for groups arriving by car on a first come, first serve basis. Parking is \$5.00 per vehicle.*

We have chaperones that will be using their OSC membership:  Yes  No

*Chaperones with a valid Orlando Science Center membership may apply their membership towards field trip admission. A copy of the membership card and photo ID will need to be presented during field trip check-in.*

Our group requires special accommodation:  Yes  No

## PROGRAM OFFERINGS

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Film, Exhibits, and Lunch Space

## BASIC INFORMATION

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Lunch:  We will bring our own lunch.  
 We would like to purchase lunch.  
*Orders must be received two weeks prior to your field trip date.*

Location:  Park Only (Outdoor, picnic-style area)

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*A 20% non-refundable deposit or \$50 (whichever is greater) is required to book a school field trip. The deposit must be received by Orlando Science Center's Reservation Department within two weeks of booking. If you are booking a trip within two weeks, the deposit is due at time of booking. A cancellation fee equal to the non-refundable deposit amount will be applied to all groups requesting cancellation after the field trip confirmation has been sent by the Orlando Science Center. All cancellations made two weeks or more from the scheduled field trip date will receive a refund of collected monies minus the cancellation fee. No-shows and cancellations made less than two weeks prior to the field trip date will forfeit their refund.*

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Please email this form to [classes@osc.org](mailto:classes@osc.org) or fax to 407.514.2067.  
**Your reservation is not complete until you receive an email confirmation.**

## HEALTH AND SAFETY

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Your group must be separated into smaller groups of 10 or less (including adults) prior to entering Orlando Science Center. One chaperone is required for each group. Your group will not be permitted to enter the museum if you do not bring enough chaperones to have one adult with each group of 9 students.

## ADDENDUM TO OSC GROUP TRIPS

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We are glad to host your group at OSC. With the new social distancing guidelines, our summer field trip experience will be slightly modified for everyone's safety. The changes you can expect:

- You will have the choice of arrival times per 40 guests (If your group has more than 40 guests, an alternative schedule will be arranged to accommodate) – 10:20 a.m. or 10:40 a.m.
- Your group will need to remain on the bus or in the vehicle until your scheduled arrival time
- Your group will have to be separated into pods of 10 once you enter OSC with one chaperone per pod. Each pod will be identified upon arrival.
- Your group ticket will be adjusted to \$13.00 to include a film, exhibits, and lunch space
- You will have a scheduled lunch time of 30 minutes with additional time for hygiene and transition.
- You will have four scheduled exhibit times of 25 minutes in each scheduled exhibit

### Tentative Group Schedule:

- 10:20 – 10:40 a.m. Group Check-In
- 10:45 – 11:00 a.m. Travel to Film in Dr. Phillips CineDome
- 11:00 a.m. Film
- 12:00 – 1:00 p.m. Lunch Break and Transition
- 1:00 – 3:00 p.m. Exhibit Rotations of 30 minutes in each exhibit hall
- 3:00 p.m. Departure

As we have new guidelines to ensure safe behavioral practices and social distancing, we would like to confirm that the following will be in place during your scheduled trip.

### OSC Staff will be implementing these additional procedures:

- Wellness checks for OSC Staff daily
- Cleaning and disinfecting frequently touched objects and surfaces
- Personal face coverings will be worn by all OSC staff
- OSC staff will frequently clean and disinfect their hands throughout the event

### Organization will need to ensure the following additional measures:

- Pods will not be permitted to co-mingle with other pods from your group and will need to remain socially distant from other pods, groups, and other guests.
- All guests in your group will need to wear face coverings for the duration of their time at OSC
- Upon arrival, temperature screenings will be conducted. During the temperature screening each member of your party will be asked if they are experiencing any of the following symptoms; fever, coughing, sneezing, rashes, upset stomach, headache, vomiting, diarrhea. They will also be asked if they have been in contact with anyone confirmed with COVID-19 in the past 14 days. If an individual from your group does not pass the temperature screening, the entire party will not be permitted to enter the museum. We encourage you to monitor your group prior to arrival.

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*Even with these additional measures, an inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the CDC, senior citizens and visitors with underlying medical conditions are especially vulnerable. By participating in Orlando Science Center activities, participants voluntarily assume all risks related to exposure to COVID-19. We cannot guarantee that individuals will not be exposed during your visit. OSC and Organization indemnify each other for any and all risks or claims arising from COVID-19 contagion. We appreciate your cooperation during this unprecedented time.*

*Should for some reason these expectations not be demonstrated by your group, OSC has the right to refuse service and terminate the trip. We will contact the lead organizer to address the situation before making the determination to terminate the visit.*