

MRCS Field Trip Policies & Reservation Form

- 1 You **must have a reservation** to attend a field trip, class, or event.
- 2 All checks must be made payable to **MRCS**.
- 3 **SEPARATE** checks are required for each field trip, class, or event.
- 4 Cash **CANNOT** be accepted.
- 5 **All checks must be mailed to Jackie Louch: 3617 Janlake Drive, Saraland, AL 36571**
- 6 **The reservation forms and checks must be received by the deadline date.**
- 7 For field trips with a fee, reservation forms must accompany your check and **must include the number of adults and the number of students attending.**
- 8 For **FREE** field trips, reservations by email to the Field Trip Coordinator are sufficient.
- 9 Refunds will be issued if you cancel by the deadline of that field trip, class, or event. Refunds cannot be made for a cancellation after the deadline.
- 10 Please **DO NOT** bring more people with you than those for whom you have reservations.

NAME _____

PHONE _____

EMAIL _____

Field Trip/Class/Event (include choice of time/day)	# Adults	# Children	Grades of Children	Amount Enclosed
Total Enclosed:				