



Field Trip / Group Tour Reservation Form

Group Admission Rates
\$ 3.00 per Student/Youth
\$ 5.00 per Chaperone/Adult
Teacher/Group Leader - Free

Discovery Station at Hagerstown, Inc. is a hands-on museum with interactive exhibits and programs that provide a stimulating environment for all ages, creating opportunities to explore and foster life-long learning experiences. We encourage your students, chaperones and adults to discover at their own pace. Guided tours are not available.

Schedule

Hours: Tuesday - Saturday 10:00-4:00 Sundays 2:00-5:00 (October through May)

- ❖ **Discovery Station** is closed on Mondays, Thanksgiving and day after, Christmas and day before and after, New Year's Day, Easter, Mother's Day, Father's Day, Independence Day, Sundays during June, July, August and September, and during scheduled changes of large exhibits. Refer to discoverystation.org for weather closing policy.
- ❖ **Parking:** Limited on-site parking is available on the south side of the building; enter from Summit Avenue opposite the Courthouse annex. Metered parking is available on adjacent downtown streets and in a city parking lot one block west at the southwest corner of West Washington Street and South Prospect Street. Metered parking is free in downtown Hagerstown on Saturday and Sunday.

To Request a Reservation

Phone: 301-790-0076 Fax: 301-790-0045 Out-of-area Toll Free Phone: 877-790-0076

Mail: 101 W. Washington Street, Hagerstown, MD 21740 E-mail: info@discoverystation.org

1. Please fill out the *Reservation Form* below and fax or mail to: **Discovery Station at Hagerstown, Inc.**
2. Reservations are processed as received.
3. An advance deposit of \$10.00 toward Field Trip / Group Tour payment is required to confirm group reservation (waived for public schools).

Field Trip / Group Tour Reservation Form

Date form submitted _____

Please complete this form to schedule a Field Trip / Group Tour at *Discovery Station at Hagerstown, Inc.* Fax or mail your request. Submit one form for each date requested. Keep a copy for your records.

Name of School / Organization _____ Phone _____

School / Organization Address _____ Fax _____

City _____ State _____ Zip _____ County _____

Contact Person _____ Phone _____ E-mail _____

List three (3) dates preferred for reservation: 1st choice _____ 2nd choice _____ 3rd choice _____

Arrival time at *Discovery Station* _____ Estimated departure time _____

Number of Students/Youth _____ Number of Adults/Chaperones _____ Number of Classes _____ Grade or Age Range _____

Lunchroom space needed: Yes No

Will there be individuals with special needs in your group? Yes No If yes, describe: _____

Name of Group Leader/Chaperone(s) _____

Note: Please review the Field Trip / Group Tour Policy on page 2 of this form.

Field Trip / Group Tour Policy

Discovery Station at Hagerstown, Inc. does not guarantee admission to any group that has not made an advance, written reservation with required deposit. Admission is based on space and availability. *Unscheduled or unconfirmed groups are not eligible for group rates, and if admitted, will be required to pay the general admission rate. Written confirmation is required at check in.*

- Advanced Reservations: A minimum of two (2) weeks advanced notice is requested to receive the group admission rate.
- Qualifications for Group Rate: Your group must have a minimum of 10 students or adults to qualify for group rates. Your group must have an affiliation with one of the following organizations: Schools (public, private, charter, or home), Preschool (public or private), School District, Childcare facility, Camp program, or a Nonprofit organization.
- Deposit: An advance deposit of \$10.00 is required to confirm your reservation. Your deposit will be subtracted from total amount due. The remainder of the group admission fee is due on the day of your visit prior to admission. The advance deposit is waived for public schools.
- Group Roster: A roster of group attendees must be provided at entry for notification in case of emergency.
- Length of Group Visit: Group visits may vary in length of time. Please allow a minimum of 90 minutes for visit, plus lunchroom time.
- Method of Payment: Your group's admission may be paid by cash, check, VISA, MasterCard, or Discover Card.
- Museum Members: *Discovery Station* annual members must check in separately at Admissions and present a *Discovery Station/ASTC** membership card to receive the benefits of their membership.
- Leader/Chaperones: Leaders and chaperones must be 18 years of age or older. We require one leader/chaperone for every five (5) students. Complimentary advance visit by teacher/leader is encouraged for field trip/group tour planning.
- Transportation: *Discovery Station* is accessible via public transportation. School buses and vans can drop off and pick up students and groups at main entrance, 101 West Washington Street. Public parking is within walking distance.
- Food: The *Explorer Café* is available at no charge for groups that wish to bring brown-bag lunches or their own snacks. A beverage vending machine is available. Individual lunch bags of group members should be combined and brought to the museum in a bulk container for placement in the lunchroom upon arrival. The group leader and chaperones are asked to supervise placement of trash in waste receptacles and emptying of unused beverages in lunchroom sink. No food or beverages are permitted elsewhere in the museum facility. Maximum group size for *Explorer Café* lunchroom privileges is 49. Groups may arrange for their own catered food service from outside vendors with advance notice to the museum. Vendors will be responsible for cleanup and waste removal resulting from their service.
- Museum Store: The *Treasure Gift Shoppe* offers a variety of educational materials and many popular items of interest to all ages. Children must be accompanied by an adult while in the museum store. Visa, MasterCard and Discover Card are accepted for store purchases. Students and youth without credit card privileges will need to have cash for purchases.
- Additional Information: To request brochures for your group, call 301-790-0076, or out-of-area toll free 877-790-0076. Visit our Web site at discoverystation.org to browse current offerings.

Discovery Station at Hagerstown, Inc.

Phone: 301-790-0076 | Toll Free: 877-790-0076 | Fax: 301-790-0045

E-mail: info@discoverystation.org | Online: discoverystation.org

*Discovery Station at Hagerstown, Inc. is a member of the Association of Science-Technology Centers (ASTC)**