



Environmental Discovery Center Program Request Form

Form must be submitted at least two weeks prior to requested program date to be considered.

Onsite ☐ Outreach ☐

Date Submitted: _____ School/Organization: _____

Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Email: _____ Program Requested _____

1st Choice Program Date: _____ 2nd Choice Program Date: _____

Number of Students: _____ Number of Teachers/Chaperones: _____ Age/Grade Level: _____

ONSITE PROGRAMS

While our programs are free, all onsite programs require a deposit of \$25. Deposit will be refunded at the completion of the program, or with at least a 48 hour notice of cancellation/rescheduling.

OUTREACH PROGRAMS

- One to two programs (same location), up to 50 miles from LRCP: \$100; additional programs: \$25 per program
- One to two programs (same location), 51-100 miles from LRCP: \$200; additional programs: \$25 per program
- Programs more than 100 miles from LRCP will be evaluated on a case-by-case basis, and a mutually agreed upon fee will be established with program requestor.

Outreach programs require a deposit of 50% of the total cost a minimum of 30 days prior to your scheduled date. If program date is within 30 days, the deposit will be due when making reservation. All remaining balances will be due before or at your first scheduled program date. We can accept cash, credit cards, or checks made payable to Florence County Parks and Recreation. Notification to cancel an outreach must be received 48 business hours before program to receive a refund. Notification made after this time will result in forfeiture of your deposit.

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**PLEASE READ AND SIGN:** As a group leader, I accept responsibility for the behavior and actions of the members of my group during their visit. This ensures the well-being of both the animals and visitors of the Environmental Discovery Center. I understand that chaperones and/or teachers must remain with the students, regardless of their age level.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to Sarah Howard, EDC Supervisor, at [showard@florenceco.org](mailto:showard@florenceco.org). Once received, an email will be sent to you confirming your date/program. If you have any questions, or need to adjust any part of your reservation, email or call 843-389-0550.