

# Colorado Railroad Museum Field Trip Reservation Form 2018-19

**School Information:**

School: \_\_\_\_\_ County: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Class information:**

Teacher: \_\_\_\_\_ Grade(s): \_\_\_\_\_  
 cell phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Please identify any special needs your group might have:  
 special education     ELL     physical disabilities     Other (please specify) \_\_\_\_\_

**Program Specifics:**

Check Program: (Rail Days in April uses a separate application form)

- On Your Own     Trains!     Westward to Colorado     Artifact Trunk: \_\_\_\_\_  
 Galloping Goose     Machines in Age of Rail     Meet My Friend: \_\_\_\_\_

Date & time (we require at least 4 weeks notice to schedule your program):

1st choice:	_____		
	Date of visit	program time	exit time
2nd choice:	_____		
	Date of visit	program time	exit time
3rd choice:	_____		
	Date of visit	program time	exit time

We will make every effort to schedule your program for your first choice.

**Office use only**

Date Rec'd: \_\_\_\_\_ by: \_\_\_\_\_  
 Tour guide confirmed: \_\_\_\_\_  
 Date Confm sent: \_\_\_\_\_ by: \_\_\_\_\_  
 Notes:

**Cost:**

\_\_\_\_\_ students @ \$4.00 ea = \$ \_\_\_\_\_  
 \_\_\_\_\_ chaperones (5/1 ratio) = \$ **free** \_\_\_\_\_  
 \_\_\_\_\_ additional adults @ \$10 ea = \$ \_\_\_\_\_  
**Total cost of \$ \_\_\_\_\_**

The museum admits 1 adult free for every 5 students!

After submitting your form, allow seven to ten days for processing. If you don't receive a confirmation email, call 303-274-5147. Please print legibly. Reservations are accepted by mail, phone or through our website. Be aware we require a 4 week advance of requested date.