

# Colorado Railroad Museum Field Trip Reservation Form 2019-2020

## 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 Confirm 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 720-974-4870. Please print legibly. Reservations are accepted by mail, phone or through our website. Be aware we require a 4 week advance of requested date.