

Cahaba Environmental Center Program Contract

EMAIL jshumate@livingriver.org or FAX to [205-449-6172](tel:205-449-6172) Attn: Cahaba Environmental Center

School: _____ Program Date(s): _____
Lead Teacher: _____ Principal: _____
Address: _____ City: _____ State: _____ Zip: _____
School Phone: (____) _____ Fax: (____) _____ Cell Phone: (____) _____
Email: _____ School Nurse: _____
Best way to contact (circle one): School Phone / Cell / Email Best Time to Contact: _____

Estimate # of Student Participants: _____ Grade(s): _____

Arrival time: _____ (recommended 9-10am) Departure time: _____ (1:30 for multi-day program; 2:30 for one day)

Multiple Day Programs ONLY:

Do you need separate lodging for teachers not apart from student cabins? Y N For how many? _____

One Day Programs ONLY:

Do you need lunch provided? Y N If yes, which would you prefer? ___ Sack Lunch on Trail ___ Lunch in Dining Hall

RESERVATION POLICY:

Please return this form as soon as possible to guarantee and reserve your preferred dates. Depending on time between booking and programs dates, a non-refundable deposit is required 1 month from the date your reservation is made. All checks should be made out to Cahaba Environmental Center. Your program coordinator will be in contact with you regarding the amount of your deposit, which is dependent on your program length.

**CANCELLATION POLICY:

An estimate of participant numbers is required within this document to secure program dates in our calendar. A more accurate count is due 30 days prior to your scheduled trip date. In the event of a cancellation or a significant drop in participant numbers, the school is responsible for the cost of 75% of the total number of participants as stated in this Program Contract. This does not include any cancellations or rescheduling initiated by the CEC. Cancellations two weeks or less away from program dates will not be able to be refunded. **Rescheduling in the event of unforeseen circumstances is recommended and encouraged.

The CEC reserves the right to send home any child who becomes ill, destroys property, behaves aggressively, or takes any other action detrimental to other students of the program. The school will be responsible for providing transportation in such cases and for any damage to the facilities and equipment. No refunds will be made under these conditions. The CEC cannot be held responsible for loss or damage to property brought to the CEC. Please encourage students to leave valuables and large amounts of cash at home.

PAYMENT:

Your full balance should be mailed no later than 2 weeks prior to your program date.
All checks should be made out to *Cahaba Environmental Center*.
Please contact your program coordinator if special arrangements need to be made.

I agree to the terms of this contract and agree that my group will abide by all Cahaba Environmental Center policies.

Signature of Lead Teacher

Date

Signature of Principal/Administrator

Date