



REGISTRATION AGREEMENT

In order to officially secure your date, you must complete and sign this document.

SCHOOL & CITY _____ GRADE(S) _____

COORDINATOR _____

COORDINATOR PHONE _____ COORDINATOR EMAIL _____

DATE OF TRIP _____ ARRIVAL TIME _____ DEPARTURE TIME _____

ESTIMATED NUMBER OF STUDENTS _____ TEACHERS _____ CHAPERONS _____

LONG LAKE CANCELLATION POLICY

A cancellation of your reserved space at Long Lake Conservation Center requires at least four months' notification. Groups which cancel less than 120 days prior to the reserved date will be required to pay a percentage of the fee based upon the following schedule:

91-120 days	20% of fee
61-90 days	30% of fee
31-60 days	40% of fee
30 days or less	50% of fee

The school will not be responsible for payment for a cancellation caused by pandemic, or arising out of natural catastrophes or acts of God. It is understood that the school will use reasonable efforts to attend. At Long Lake Conservation Center, we aim to use our resources wisely. As food is ordered, staff hired, and facilities prepared for each group, we ask that our visiting schools/groups agree to Long Lake's Payment and Cancellation Policies. If there is an unforeseen conflict with your dates, please notify Long Lake as soon as possible; we will try our best to reschedule and avoid cancellation fees.

By signing below, I acknowledge this agreement confirms our school's reservation for given date, and that I have read and understand the Payment and Cancellation Policies as outlined above.

Name and Title: _____

Signature: _____ Date _____

