



Alice Ferguson Foundation Environmental Center

Program Confirmation and Use Agreement

This document is three pages long. Please be sure to fill it out in its entirety.

Name of Group			
Program			
Grade level			
Arrival Date		Departure Date	
Arrival Time		Departure Time	
# of Students		# of Chaperones*	
Special Needs or Food Allergies?			
Other Information (if needed)			

*At least one adult (teacher, chaperone, or school staff) is required for every group of students. Please provide the recommended number of chaperones per the guidelines detailed in the Hard Bargain Farm Day Program Handbook for Teachers.

The Alice Ferguson Foundation provides overall maintenance of the facilities in a condition adequate for their purposes, except in the event of destruction from wind, flood, or other act of nature.

During occupancy of the facilities, the group is responsible for such “good camper” activities as needed to keep the facilities reasonably clean and neat. Before departure, the group will restore to order all facilities used. The Foundation will provide equipment needed for these purposes, such as brooms and trash receptacles.

Each party, in providing services to the other, agrees to hold harmless the other party and its agents, representatives, officers and employees and each of them, from and against any and all claims, penalties, demands, cause of actions, damages, losses, liabilities, costs, expenses, including reasonable attorney’s fees, in law or equity, of any kind or nature whatsoever, arising out of or in any manner directly or indirectly related to each respective party’s performance of its obligations pursuant to this Agreement, except to the extent attributable to: (i) the negligence or willful misconduct of the other party, its agents, representatives, officers or employees; and/or (ii) any violation of federal, state or local law.

Remember to send children in clothing appropriate to the weather. Bring boots, rain gear, coats, hats and gloves as appropriate. Always wear long pants and old shoes or boots. The barnyard and trails are sometimes muddy, even in fair weather.

CANCELLATIONS

We do not cancel programs because of weather – programs are conducted rain, shine, cold, or heat. However, we will cancel at the school’s request or if the school is closed or on a delayed start schedule. If desired, AFF will attempt to reschedule a field trip, if dates are available. ***If you must cancel, it is your responsibility to contact the AFF (301-292-5665) as far in advance as possible.***

Please note that if you cancel within two weeks of your program, 20% of your fee may be retained by AFF.

PAYMENT

An invoice will be sent to the appropriate contact(s) when this confirmation agreement is returned.

Program			
Fee Per Student		Number of Students	
Total Cost of Trip			

A deposit of ½ of the cost of the field trip (_____) is due by _____.

Full payment must be received within 1 week of your trip or _____.

Please be aware that there will be NO REFUNDS based on student attendance changes.

School System	
Signatory Name	
Title	
Phone	
School Name	
School Address	
County	
City, State, Zip	
Email	

Cell Phone	
Lead Teacher Name (will be accompanying students)	
Teacher's Email	
Teacher's Work Phone	
Teacher's Cell Phone	
Person Responsible For Making Payments	
Position	
Email	
Phone	

This document must be signed and returned in order to confirm your field trip and hold this date. If this agreement is not signed and returned by _____, your trip may be canceled. Please return to: education@fergusonfoundation.org.

Signature_____

Date_____

Printed Name_____

Title/Position_____