COLUMBIA MEMORIAL SPACE CENTER
CITY OF DOWNEY

Permit # _____

GROUP VISIT REQUEST FORM

Visit www.ColumbiaSpaceScience.org/education/field-trips for more information.

GROUP INFORMATION

Contact's Full Name
_____

Contact's Email Address
_____

Street Address
_____

City_____ State ____ Zip _____

Cell Phone _____

Work/Other Phone _____

Organization Name
_____

Group Size (indicate total # of students per grouping)

Pre-K – 1st grade: _____

2nd - 4th grade: _____

5th – 8th grade: _____

9th – 12th grade: _____

# of Adults: _____

VISIT OPTIONS

GUIDED TOUR

Maximum 120 participants per timeslot (space may vary)

- ◯ 10:00 AM – 12:00 PM
- ◯ 12:00 PM – 2:00 PM
- ◯ 2:00 PM – 4:00 PM

$3.00/person (Groups 15+)
$5.00/person (14 or less)
1 free adult admission/10 students

CHALLENGER LEARNING CENTER

For **5th grade & older**; **16 - 34** participants per mission

- ◯ 9:30 AM – 11:30 AM
- ◯ 12:00 PM – 2:00 PM

$350.00
per mission

GUIDED TOUR + CHALLENGER LEARNING CENTER

For **5th grade & older**; Maximum **68** participants per day

- ◯ 9:30 AM – 2:00 PM

Same fees as above

Preferred Visit Date(s):

1st: _____

2nd: _____

3rd: _____

For Challenger Learning Center, select one mission scenario:

- ◯ **Return to the Moon**
- ◯ **Voyage to Mars**

To better serve your group's needs, please inform us if any student(s) require special accommodations:

_____

_____

_____

LUNCH ◯ WILL have lunch at your facility ◯ Will NOT have lunch at your facility

DEPOSIT & POLICIES

Deposit Payment Options ($25 required at time of booking):

- ◯ Cash
- ◯ Check (Payable to COLUMBIA MEMORIAL SPACE CENTER)
- ◯ Credit Card

Cardholder Name	
Card #	
Expiration Date: Month	Year
Signature	

Send to: **Columbia Memorial Space Center/ Reservations**
12400 Columbia Way - Downey, CA 90242
PH: (562) 231-1200 FAX: (562) 231-1206
Reservations@DowneySpaceCenter.org

RESERVATION POLICIES:

Request forms must be submitted no less than two weeks in advance.

A $25.00 non-refundable deposit is required for all group reservations. **Dates will not be held without a deposit.**

Credit card deposits are held (not charged); $25 will be charged only in the case of a cancellation. Full balance is due upon arrival.

A final head count must be given 7 days prior to the date of your visit. If fewer individuals arrive on your visit date, group is responsible for payment of last reserved amount. If you arrive with more individuals than you reserved, your group tour is not guaranteed.

Cancellations and rescheduling must be made by contacting a Reservations staff member. Cancellations made within 7 days will be charged 50% of the total balance.

Date Rcvd: _____ By _____ Permit Created: _____ By _____ Email Conf sent: _____ By _____