

FIELD TRIP POLICIES



Group Size & Pricing

Field Trips are available Tuesday through Friday with flexible scheduling options and add-on experiences. School groups may arrive as early 9am and the museum recommends planning a minimum of 90 minutes for your visit. All field trips must be booked at least two weeks in advance with a minimum group size of 15 visitors. Groups with 15 or more visitors will receive the group rates listed below. If your group makes a reservation or arrives with less than 15 visitors, the Fort Collins Museum of Discovery reserves the right to charge general admission prices.

Ticket Type	Admission	OtterBox Digital Dome Theater	Student Program Learning Lab	Admission + OtterBox Digital Dome Theater	Admission + Student Program Learning Lab	Admission + Theater + Learning Lab
Student	\$5	\$3	\$6	\$8	\$11	\$12
Chaperone (meets 1:5 ratio)	\$0	\$3	---	\$3	\$0	\$3
Chaperone (does not meet ratio)	\$9.50	\$3	---	\$12.50	\$9.50	\$12.50

Fort Collins Museum of Discovery strives to make hands-on education accessible for every student in our community. In collaboration with our school districts, FCMoD offers discounted group rates to all schools for field trips. The museum offers further field trip discounts to schools with 40% or greater Free & Reduced Lunch eligibility (as cited by the Colorado Department of Education or the Wyoming State Board of Education for the 2016-17 school year). These additional discounts are commensurate with the school's overall Free & Reduced rate and apply across the full field trip experience (dome shows, labs, etc.) Please contact the museum's Reservations Office at 970-416-2705 or see our Reservation Request Form for more details.

Payment & Refunds

Payment in full is due at least 2 weeks prior to your field trip. Payment for all students and chaperones must be made in one complete payment. Field trip fees are different from membership fees, *so memberships cannot be used to waive field trip fees*. If you book less than 2 weeks before your trip, payment in full is due at the time of booking and your reservation may be subject to availability. The Fort Collins Museum of Discovery accepts credit card over the phone at 970-416-2769 or checks mailed to 408 Mason Court, Fort Collins, CO 80524. If you end up having significantly less students on the day of your trip than you originally quoted, you may be eligible for a refund. We are able to issue a refund check for refund amounts over \$25.00. *Amounts under \$25.00 are non-refundable*. Discuss refund inquiries upon arrival at the Education Office.

Chaperone Expectations

To provide the best experience for your students and for the safety of all visitors, we require a 1:5 ratio of chaperones to students. If you meet or exceed the 1:5 chaperone ratio, chaperones will receive free museum admission. *If you do not meet the 1:5 chaperone ratio, ALL chaperones will pay the adult general admission rate of \$9.50/person*. If your group is viewing a Digital Dome show, ALL chaperones are charged Digital Dome fees.

Chaperones are expected to supervise students AT ALL TIMES. Schools with unattended students may be asked to leave. Chaperones have a very important role to demonstrate and require appropriate museum behavior from the students. This includes walking, using indoor voices, respecting other students and general visitors, being gentle with our interactive exhibits and sharing the exhibits with each other.

In the instance of disruptive or inappropriate behavior, museum staff will approach the teacher and/or chaperone to resolve the situation. If the behavior persists, the museum staff reserves the right to ask your group to leave the museum.

Arrival & Bus Parking

After booking a field trip, you will receive a customized itinerary with times for your dome show and/or lab program (if applicable). Due to the regular public schedule for dome shows and other groups' customized itineraries, dome shows and lab programs cannot be started late. *If you arrive late, we will do our best to accommodate you, but any missed programs will not be refunded.*

Groups should enter through the School Group Entrance, the furthest WEST set of doors on the south side of the museum. Museum staff and volunteers will greet and orient your students at the bus before escorting them inside. Bus parking is located at the northeast corner of the building in a gravel lot marked with signage. If space is unavailable, overflow parking can be found at Lee Martinez Park, just west of the museum.

The museum offers storage space near the School Group Entrance for students' coats, bags, and all food, drink, and gum. We do not allow food or drink in the galleries.

Learning Lab Use

The museum offers our learning labs, for \$15/per half hour per room, as lunch space for field trips. Please be aware that the classrooms are used for other activities, experiments, programs, and events and be sure to make a reservation prior to your visit.

Please deposit all trash in the appropriate trash cans provided and clean off any dirty table tops and chairs. Paper towels and disinfectant will be provided. The sinks in the classrooms are for program use only. If you need drinking water, please use the water fountains in the hallway or ask the Programs Team for assistance.

OtterBox Digital Dome Theater

A Digital Dome voucher will be provided upon your arrival for the specific show requested in advance. Due to the Digital Dome's regular public schedule, shows cannot be started late. If you arrive late, we will do our best to accommodate you, but any missed programs will not be refunded. Keep in mind that members of the public may be present in our publicly scheduled shows. Please be respectful to others and use indoor voices, both before and after the movie.

Special Needs

Please let us know if you have any accommodations for students with any special needs. Caretakers or dedicated chaperones providing additional support for the student(s) with special needs will receive free admission.

Photo Release

Photos may be taken during your field trip to be used for evaluation or marketing purposes. If there are any students in the group who have a legal reason not to have their photo taken, please inform the school group host when your group arrives. Otherwise, by participating in a field trip, all participants give permission for their photos to be used by FCMoD. We will inform you if your group can expect to have their photos taken.

Cancellation Policy

Cancellations must be made within two weeks of your visit date to receive a refund of your payment. Cancellations less than two weeks prior to your visit date are non-refundable but may be rescheduled within a 12-month period. If your trip is canceled due to inclement weather, you will be given the opportunity to reschedule if possible or the payment will be returned in full.