



GATEWAY SCIENCE MUSEUM

CALIFORNIA STATE UNIVERSITY, CHICO

Discovery Field Trip Policies and Recommendations

Reservations

- To reserve a field trip, complete the reservation form on our website for the field trip of your choice. You will be able to choose your top three (3) preferred dates, which we will schedule based upon availability.
- Within one week of submitting your reservation request, you will receive an email with your tentative field trip date and time. **You must confirm that this field trip date and time works.** A follow up email will provide the payment deadline and instructions.

Payments, Refunds and Changes

- **To secure your field trip date and time, payment should be received by the due date specified on your confirmation email.** Field trips are reserved on a first paid basis. If your field trip is not paid by the due date, your field trip date and time reservation are subject to cancellation and will be made available for booking by another class.
 1. Credit card payments can be completed by phone Wed-Fri 10am-4pm at (530) 898-4119.
 2. Checks should be made out to “Chico State Enterprises – Gateway.” Please include the teacher’s last name and field trip date on the check and mail to: Gateway Science Museum, Attention: Field Trips, Chico State, 400 W. First St., Chico, CA 95929-0545.
 3. Purchase orders should be emailed to gateway@csuchico.edu. Please include the teacher’s last name and field trip date on the PO. *A field trip is considered paid on the date a PO is received.*
- For a full refund, a notice of cancellation by the teacher must be received at least **TWO WEEKS** prior to the scheduled field trip date. Missed field trips or field trips cancelled less than two weeks prior to scheduled field trip date will be charged 100% of the field trip cost.
- Rescheduling or other changes are subject to availability. If rescheduling occurs less than five (5) business days prior to the original field trip date, a rescheduling fee of \$25 will be charged.

Chaperone Responsibilities

- **A minimum of 3 adults** (teacher + 2 parents/guardians) per class are required. **A maximum of 8 adults** (teacher + 7 parents/guardians) are included in the field trip cost. If there are more than 8 adults, there will be a \$5 charge for each additional adult. Payment in CASH will need to be made prior to the end of the field trip. We cannot accept credit cards for extra adults.

- For the safety of the students, your chaperones should arrive and enter the museum with the class and remain in the museum throughout the field trip. **No siblings or children outside of the class** are allowed in the museum.

Arrival and Parking

- Prior to arrival, please **divide the class into two (2) groups** with a balanced number of chaperones per group.
- Please plan to arrive 10 minutes early to ensure you receive the full field trip program. Field trips cannot be extended for late arrivals.
- Only drinking water in closed containers can be brought into the museum. Please leave food and other beverages in vehicles or designated areas.
- Park **ONLY** in the spaces with green “Gateway Parking” curbs.

