



Scobee Education Center Planetarium Program Registration Form

School Name: _____

ISD: _____

Attending **Teacher 1**: _____

Grade Level(s): _____ Teacher 1 Phone: _____

Teacher 1 e-mail: _____

Attending **Teacher 2**: _____

Grade Level(s): _____ Teacher 2 Phone: _____

Teacher 2 e-mail: _____

Total Number of Students: _____ Number of Teachers: _____

Anticipated Number of Parent Chaperones: _____

Person to whom the Invoice/Fees for the missions/planetarium programs are to be addressed:

Name	e-mail Address
School/Organization Address: _____	
Mailing Address	
City,	State zip code Organization Main Phone Number

Teachers, please send your registration form(s) to the Scobee Education Center registration e-mail to be included on the calendar: sac-ScobeeCtr@alamo.edu

Planetarium program date request.

Please, recognize that a request is not equivalent to a registration, not all dates and times may be available at the time of the request. *Your program date & time will be confirmed by staff in an email.*

10:00 & 12:30 presentations are typically scheduled at a middle school or upper elementary content levels and paired with Challenger Learning Center mission groups.

1st Choice Date: _____	9:00am ___	10:00am ___	11:00pm ___	12:30pm ___
2nd Choice Date: _____	9:00am ___	10:00am ___	11:00pm ___	12:30pm ___
3rd Choice Date: _____	9:00am ___	10:00am ___	11:00pm ___	12:30pm ___
Planetarium show you would like to see: _____				

Ticketing: To schedule a presentation, you must have a minimum group size of 25 with a minimum fee of \$100 in order for a group to schedule a program where the group leader selects the presentation. Below is a list of our group rates:

Group Reservation	Group Rate Price
Up to 40 people (adults and students)	\$100
Up to 70 people (adults and students)	\$200
Up to 100 people (adults and students)	\$300

Additional adults/students can be added for \$5 per extra person up to 10 people. Beyond that, the cost jumps up to the next tier. The planetarium presentations are grade level specific and do not require a training session prior to attendance. **Planetarium programs are 30-45 minutes in length.** Smaller groups may be added to an existing presentation that is grade level appropriate and has available seating. For this reason, it is essential for groups to arrive no less than 15 minutes prior to their program start time.

Special Needs: While the Scobee Education Center is ADA compliant, if members of your group require special assistance, the school is expected to provide the accommodations identified in the individual education plan for the student or employee. Please, contact our center in advance of your visit for specific accommodations.

Payment: If your organization requires an invoice for an organization, school, or ISD payment you will receive a quote for processing through the Alamo Colleges District accounts payable office. If the organization is not already included in the ACCD data base, we will require a copy of the **W-9 or tax-exempt form** for invoicing the ACCD. The Scobee Education Center may accept credit card transactions, cash or check transactions. **When a group reserves 40, 70 or 100 theater seats, your group commits to the fees for this number of seats. No reduction is permitted as a result of absenteeism.**

Cancellation/No Show: Cancellations must be received in writing through email or USPS mailing no less than two weeks prior to the scheduled visit. **Cancellations within this two-week period will forfeit 20% of the collected costs. Once ACCD invoice is generated for a program, there is no refund for participants absent on the day of the event.**



Lunches are not provided by the Scobee Education Center. Groups may conduct lunches on the terrace picnic tables, unless inclement weather requires an alternative location. Areas are provided on a first come first served basis. Please, plan accordingly for inclement weather.

Buses: **Buses are expected to drop-off their students and teachers and leave campus to return at the end of their scheduled program to the same location for pickup. If a teacher/chaperone is also the bus driver, we require two weeks notification to secure a parking location.**

Directions From San Pedro Ave: Turn east onto **W. Evergreen** and make your third left turn onto **Howard**. Proceed until you see the left turn into the northern portion of **Lot 23**.

Directions From N. Main Ave. Turn west onto **W. Evergreen** and make your first right onto **Howard**. Proceed until you see the left turn into the northern portion of **Lot 23**. Please, plan to arrive at the center no less than 15 minutes prior to the start of your program.

Parents or staff driving private vehicles, must park in student lots. There is a free parking garage located off of N. Main Ave. Parking in reserved faculty or staff lots or spaces may result in a parking ticket.

Please sign to verify you understand the terms and conditions: _____