

State of California – The Resource Agency  
Department of Parks and Recreation

**SCHOOL GROUP RESERVATION FORM**

DAY USE ONLY

This form must be submitted in duplicate to the park you are planning to visit. The second copy, when endorsed by the Ranger, will be returned to you and will serve as your record of the reservation and your group's admission to the park.

Park Unit: <b>Sugarloaf Ridge State Park</b>	Arrive by Auto _____	Bus _____
Proposed Date of Visit _____	Name of School or Group _____	
Alternative Date _____	_____	
Time of Visit _____	Address _____	
Alternate time _____	_____	
Age Level of Children _____	Person in Charge _____	
Number of Children _____	Number of Adults _____	
Phone # ( ) _____	Fax # ( ) _____	

Day use fees are not charged for school groups (K through 12), provided reservations have been made. Careful advance planning, involving both teacher and park personnel, is vital for achievement of a maximum educational experience.

Reservations must be made 15 days in advance of the proposed date of your visit to allow preparation and scheduling by park personnel. The request shall be submitted in duplicate to the unit where the visit is proposed, and must be signed by the principal of the school which the students attend. If more than one school is sending students on a proposed tour, the principal from each school must submit a request. The Department reserves the right to combine tours when necessary. School groups shall be accompanied by enough school appointed adult escorts or teachers to maintain order, and their escorts or teachers shall accompany the students while on the tour.

No day-use admission fees will be charged for school groups (K through 12), accompanying teachers, or adult leaders when reservations have been made.

Camping is not included under this program. Group camping information, including fee schedules, should be obtained from the park as far in advance as possible, as only limited facilities are available.

CERTIFICATION

The above described visit is an official school outing or field trip and will be under the direction of school personnel.

Signed by School Principal \_\_\_\_\_

FAX IN DUPLICATE TO (707) 833-5712

FOR PARK USE ONLY

( ) We are pleased to confirm your planned group visit for \_\_\_\_\_ (date) at \_\_\_\_\_ (time)

( ) We regret that the time you requested for a group visit is not available.