

DEPARTMENT OF PARKS AND RECREATION

Armstrong Redwoods State Reserve
17000 Armstrong Woods Road
Guerneville, CA 95446



Armstrong Redwoods School Group Reservation Form

Directions: Please fill-out this form completely by typing or printing legibly, then mail or fax to:

Stewards of the Coast & Redwoods
P.O. Box 2
Duncans Mills, CA 95430
Fax: 707-869-8252

You must return this form 2 weeks in advance to secure fee waivers and to confirm reservations. We strongly recommend reserving dates well in advance as our calendar fills quickly.

Visit Information Proposed Date: _____ Proposed Time: _____ No. of Busses: _____

Alternative Date: _____ Alternate Time: _____ No. of Autos: _____

School Information School Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Point of Contact First Name: _____ Last Name: _____

Title/Position: _____ Phone No: _____

Fax No: _____

Student Information Age Group: _____ Grade: _____ No. of Students: _____ No. of Adults: _____

Educational objectives for your visit: _____

Admission fees will not be charged for California licensed school students (K-12), accompanying teachers, and adult leaders when reservations have been received and **confirmed**. Reservations must be made at least **2 weeks in advance** of the proposed date of your visit to allow preparation and scheduling by Stewards' personnel. A limit of 10 autos and 2 busses per group is permitted.

Careful advance planning, involving both teachers and park personnel, will ensure a quality educational experience. To maintain order and to supervise the behavior of students, school groups must be accompanied by a minimum of one (1) adult for every ten (10) students.

This request must be signed by the principal of the school where the students attend, and **a copy of this form must accompany the group on the day of the trip**. If more than one school is sending students to the proposed visit, the principal from each school must submit a request. The *Department of Parks and Recreation* reserves the right to combine tours when necessary and to limit the number of school groups per day to three.

CERTIFICATION

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

SIGNED: _____

Principal

DATE: _____

****If you want a guided walk you must make specific plans in advance with Stewards.**

YES _____ **I want volunteer tour guides.**

FOR STATE PARKS USE ONLY

_____ We are pleased to confirm your planned visit on _____ at _____ .

_____ We regret that the time you have requested is not available.

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**Stewards of the Coast & Redwoods (Stewards)****P.O. Box 2****Duncans Mills, CA 95430****Phone: (707) 869-9177****Fax: 707-869-8252****RESERVATION AND FEE WAIVER INSTRUCTIONS**

1. The group must be from a California licensed grade or high school (K – 12).
2. Fee waivers are limited to 10 automobiles per school group and not available for weekends or holidays. It is recommended that buses and autos park in the front parking lot.
3. The group must have one adult for each ten (10) students.
4. Complete and submit the attached form to the above address at least two (2) weeks in advance of your proposed visit.
5. If you must cancel, please notify the Stewards office immediately so your time can be reassigned to another school.
6. Incomplete paperwork will delay the processing of your Reservation and Fee Waiver.
7. You may FAX your completed paperwork to the Stewards office instead of mailing it, if you wish.
8. Bring an approved copy of the ***Reservation Request Form*** with you on the day of your visit.

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In an effort to protect the fragile resources of Armstrong Redwoods State Reserve, it is imperative that the school groups:

- *Stay on designated trails and roads.*
- *Do not disturb the natural features.*
- *For your safety, keep children off the trail fencing.*
- *Stay with your own group.*
- *Do not leave litter of any kind on the trails.*
- *Enjoy your time in Armstrong Redwoods State Reserve.*