



SCHOOL GROUP RESERVATIONS

Thank you for your interest in booking a school group experience at LA Plaza de Cultura y Artes! Please review these guidelines before submitting a School Group Reservation Form.

SCHOOL GROUP GUIDELINES

- We can accommodate a **maximum of 60 students**
- We **require 1 chaperone for every 8 students**
- Groups must **arrive at 9:45am** (15 minutes before their scheduled 10am tour time)
- School group reservations are 2 hours long, beginning promptly at 10am and ending at 12pm

GROUP FEES

Type of School/Request	Fees
Title I Schools and Non-Profit organizations that serve Title I students:	FREE tour and workshops
Non-Title I schools and organizations that do not serve Title I students:	\$10 per student \$10 for chaperones above the required 1: 8 student ratio
Special Requests	Special tour requests are contingent on staff availability and include additional fees

BUS SCHOLARSHIP GUIDELINES

If your school is a Title I school, you may be eligible for a bus scholarship from LA Plaza de Cultura y Artes. For more details, including the Bus Scholarship Application, please visit: www.lapca.org

CANCELLATION POLICY

To cancel or reschedule a group visit, please call (213) 542-6273 at least four weeks in advance. Failure to provide adequate cancellation notice will affect future reservations and scholarship considerations for your school/organization.

RESERVATION FORM INSTRUCTIONS

- 1) Download and save file
- 2) Type responses into document
- 3) Save completed form
- 4) Email completed form to: education@lapca.org , include **School Name** and **Teacher Name** in subject line of email

QUESTIONS Please direct questions to: education@lapca.org or (213) 542 -6273



SCHOOL GROUP RESERVATION FORM

Instructions: Download and save file, type responses, save, and submit completed form to: education@lapca.org

SCHOOL GROUP INFORMATION

Name of School/ Organization: _____

School District/ Organization Type: _____ Title I Funding:

School Address: _____ City: _____ Zip Code: _____

Grade Level(s): _____ Total # of Students: _____ Total # of Chaperones (1 per 8 students): _____

Teacher/Group Leader Name: _____ Teacher Cell Number: _____

Teacher Email: _____ Office Manager Phone Number: _____

Have you (teacher) ever received a free bus scholarship from LA Plaza de Cultura y Artes before?

Yes Years Received: _____ No

ACCOMMODATIONS

Our campus includes both indoor and outdoor terrain for workshops. To plan accordingly for your group, please check any applicable fields: Physical Disabilities Special Needs English Learners Other

Please provide any additional details in order to plan for accommodations: _____

TRANSPORTATION

What is your group's planned mode of transportation? School Bus Car Public Transportation

Are you applying for a Bus Scholarship? Yes No

(If selected yes, please submit a Bus Scholarship Application with this form.)

PREFERRED TOUR DATE

We will try to accommodate your preferred date(s) as best we can. Please provide as many date options as possible:

Month: _____ Week Day (please check all that apply): M W Th F

Specific Dates: 1) _____ 2) _____ 3) _____

TOUR OPTIONS (Choose one)

- Edible Teaching Garden & Culinary Arts Program (K-12 grade)
- Calle Principal: Mi México en Los Angeles* (K-3 grade)
- LA Starts Here!* (4-12 grade)

LUNCH SPACE RESERVATION

Would you like to reserve a space for your group's lunch on our campus?

- Yes
- No

ALLERGY INFORMATION

The Edible Teaching Garden & Culinary Arts Program is a vegan program. Please indicate any allergies or dietary restrictions students in your group may have. Please be specific to seed, fruit, and vegetable type: _____