

**Paradise Creek Nature Park
Field Trip Agreement Form**



PLEASE COMPLETE THIS AGREEMENT AND RETURN BY EMAIL TO:

Sarah McBride, Environmental Educator/Field Trip Manager, smcbride@elizabethriver.org

SPONSORING GROUP/SCHOOL NAME:		
ADDRESS:		
SPONSOR CONTACT NAME:		
CONTACT PHONE:		
CONTACT EMAIL:		
DATE OF VISIT:		
TIME (circle):	10:00-11:30am, 1-2:30pm	OTHER:
PARTICIPANTS		
# Students:		Grade(s):
# Teachers:		# Chaperones:
# Buses:		
Group Special Needs (explain):		
PARTICIPANT FEE:	Forest School: \$40 per participant per 4 week session. No charge for adult chaperones.	
AMOUNT DUE:		
CONTACT SIGNATURE:		
DATE SIGNED:		
Elizabeth River Project Contact		
Sarah McBride	smcbride@elizabethriver.org	Tel: 757-377-7531
THIS AGREEMENT IS EXPRESSLY SUBJECT TO THE TERMS AND CONDITIONS ON P.2		
Thanks for helping make the restoration of the Elizabeth River a reality!		
The Elizabeth River Project, 5205 Colley Avenue, Norfolk, VA 23508 www.elizabethriver.org		

Paradise Creek Nature Park Field Trip Agreement Form

Terms and Conditions

1. **Paradise Creek Nature Park is owned by the City of Portsmouth.** Programs at the Park are conducted by The Elizabeth River Project (ERP). ERP is a 501(c)(3) non-profit corporation. ERP's programs at the Park are available for pre-registered program participants only.
2. **Sponsors agree as follows:**
 - a. All field trip participants, teachers, chaperones, and bus drivers must check-in with the Field Trip Manager upon arrival at the Park.
 - b. When children are in the group, the Sponsor agrees to provide an appropriate number of chaperones for the group. Normally, 1 chaperone should be provided for 10 students.
 - c. Sponsors are responsible for independent arrival and/or departure of students throughout the fieldtrip, including those that attend or leave the field trip with a parent or guardian. Sponsors should advise the ERP Field Trip manager of any known late or independent arrivals or departures. ERP employees or volunteers are not authorized to administer medications. Sponsors are responsible for medical needs of participants, and bringing any necessary scheduled and preventative prescription medications for students, such as asthma inhalers, epi-pens, insulin, etc. ERP staff will call 911 if an emergency is believed to occur. Sponsors are responsible for ensuring participants bring appropriate sunscreen and bug spray, which are recommended.
 - d. Sponsors are responsible for the behavior of the group and must take special care when children are in the tour group. Climbing on railings, trees, standing on benches; running or horseplay; and use of profanity are not permitted. Other safety rules will be explained during program introductions.
 - e. The following are prohibited at ERP activities and programs in the Park: weapons, drugs, alcohol, smoking or any items with open flames.
 - f. Field trips and programs may be cancelled and participants will be required to leave the Park during inclement weather, thunder, lightning, high winds or any circumstance deemed hazardous by ERP.
 - g. Sponsors understand that any field trip participants who refuse or fail to follow these rules and policies will be asked to leave and if the person asked to leave is a minor, a chaperone or escort will be required to accompany the departing child.
 - h. Appropriate dress is required during field trips. Sponsors must ensure that tour participants wear clothing appropriate to the weather, including coats and raincoats if rain is expected. Closed toe shoes are recommended for all participants. Sandals, flip-flops, and high heel shoes are highly discouraged for the safety of participants.
 - i. Sponsors must arrange for transportation to and from the Park and should ensure that the bus or other transportation for group participants arrive at least 10 minutes before the Park field trip is scheduled to begin. Buses drivers need to check in with the field trip manager, who will determine the best place to park. Vans and cars should park in the parking lot if room allows.
 - j. ERP is not responsible for lost, stolen or damaged personal items brought with participants.
3. **Insurance.** ERP maintains insurance for its activities at the Park. Sponsors of events at the Park should ensure that they have appropriate insurance coverage as well.
4. **Waiver of Claims.** Sponsors agree to release, waive all claims, discharge, and covenant not to sue Elizabeth River Project, The City of Portsmouth, Elizabeth River Conservation Area 1 LLC (ERCA-1), Paradise Creek, Inc., and their officers, directors, employees, volunteers, and agents from liability from any and all claims resulting in personal injury, accidents or illnesses and property loss arising from, but not limited to, participation in the field trip/event, due to the negligence of Sponsor, Sponsor's employees, trip chaperone's or Tour participants. Sponsor agrees that Elizabeth River Project is responsible only for the general supervision of the logistical/educational aspects of the field trip.
5. **Notice of Claims.** Sponsor agrees to provide immediate notice to ERP if any tour participant, teacher, chaperone (including participant parent or guardian) or driver either files, or threatens to file, a claim arising from or related to the Field Trip, so that ERP can notify its insurance carriers.
6. **Sponsor's initials:** _____