



## **Outdoor School Reservation Contract**

Opal Creek Ancient Forest Center is a 501(c)3 non-profit organization that provides transformative wilderness experiences that grow a community of environmental advocates.

Opal Creek Ancient Forest Center (OCAFC) seeks to exceed the expectations of every group that chooses our programs. In an ongoing effort to provide better service and greater clarity and reliability, we provide all persons interested in making a reservation with the following information. Please read the following terms of your reservation, sign the bottom, and return to our team at [outdoorschool@opalcreek.org](mailto:outdoorschool@opalcreek.org).

**No reservation is complete without receipt of this signed statement of terms.**

### **Deposit:**

- A **deposit of twenty-five percent (25%)** of the projected final invoice is required to reserve your program dates.
- Upon receipt of the deposit and this signed contract your reservation will be finalized.

### **Cancellation:**

- **Cancellations 90 days or more** prior to the event date are eligible for a full refund of the deposit.
- **Cancellations of less than 90 days** forfeit the deposit.
- **Cancellation of less than 30 days** forfeit the deposit, and the school/district pays an additional twenty-five percent (25%) for a total of fifty percent (50%) of total tuition, based on confirmed attendance numbers.
- If for any reason OCAFC is required to cancel the reservation due to facility or environmental concerns, we will promptly refund the deposit or apply it to future program dates.

### **Tuition & Payment:**

- Tuition per student is 100% reimbursable by OSU Outdoor School for 5th and 6th public schools. Tuition includes instruction at Silver Falls State Park, unless otherwise prearranged. All meals while attending Outdoor School are provided by OCAFC.
- For day programs, a ratio of 1-2 adult chaperones or high school leaders *per trail group* of 10-12 students is required.
- For overnight programs, a ratio of 1-2 adult chaperones or high school leaders *per cabin group* of 6-7 students is required.
- If a group brings additional adult chaperones or high school leaders above the required ratio, full per-student tuition will be charged for each additional volunteer.
- Groups are expected to bring the number of participants indicated at the time of registration. **Confirmed attendance numbers are due 30 days prior to arrival.** We discourage bringing significantly more or less than the reserved amount, as we plan staffing and meals based on the expected number of participants.
- **Final payment is based on the confirmed 30-day out attendance numbers and is invoiced the day after the trip.** Final payment must come in the form of a check or credit or debit card payment.

**I HAVE READ AND AGREE TO ABIDE BY YOUR RESERVATION POLICIES.**

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Dates of Visit

\_\_\_\_\_  
Total students expected

\_\_\_\_\_  
Teacher or District Representative's Name (Printed)

\_\_\_\_\_  
Teacher or District Representative's Signature

\_\_\_\_\_  
Today's Date