



Field Trip Request Form

(One form required per day)

170 West 233rd St. Bronx, NY 10463 718.549.7529 F 718.543.7528 info@uptownsportscomplex.com

-----OFFICE USE ONLY – DO NOT FILL OUT FIELD TRIP DATE & TIME BELOW-----

Field Trip Date ____/____/____ Time ____:____ AM / PM

Teacher making reservation: _____ Today's Date _____

School name _____

Address _____ Tel # _____

Teacher Tel # _____ Teacher Email _____

Requested date of field trip _____ Grade level: _____

of classes attending _____ # of students: _____ # of chaperones: _____

Total # attending: _____

Field Trip Options (Check one) MIN *16 KIDS / MAX 40 KIDS *School will be charged for minimum 16 kids

10am – 12pm _____ 11am – 1pm _____ 12pm – 2pm _____

No Pizza (\$15 per child *Elementary Only / *Middle/High School \$18) _____

With Pizza (\$20 per child *Elementary Only No MS/HS) _____

*Additional 15% service charge to bring outside food and use of eating area _____

For 16 kids or less select two (2) activities:

Gymnastics Baseball Dance Soccer

If you have any questions or concerns regarding the guidelines outlined in this document please feel free to contact Uptown Sports Complex at 718.549.7529 or info@uptownsportscomplex.com

****IMPORTANT PLEASE READ****

Anyone participating in the field trip must have a signed facility waiver

Please go to <https://uptownsports.waiverapps.com/locations/uptownsportscomplexfacility> in order to sign the electronic facility waiver. A paper facility waiver will be emailed if needed.

----- OFFICE USE ONLY -----

# Kids	Price	Sub Total	Service Charge	Total Due	
Up to 16 kids 2 stations	Coach(s)	17-25 kids 3 Stations	Coach(s)	26 – 40 kids 4 Stations	Coach(s)
Gym		Gym		Gym	
Baseball		Baseball		Gym	
Dance		Dance		Baseball	
Soccer		Soccer		Dance	
				Soccer	

Agreement/Guideline _____ Calendar _____ Invoice _____

Notes _____



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**Upon entering the facility children/chaperones will be asked to remove shoes and place belongings in cubies. The children will go to Gym area for a group warmup then will split into groups, rotate to the activity stations; Gymnastics/Baseball/Dance/Soccer*

Please read carefully and share with other teachers before your visit. The lead teacher should initial the blanks below and sign the bottom. Include this form with your payment or bring it with you on the day of your field trip. We must have a signed copy of this agreement on file before your visit begins.

CANCELLATION & REFUND POLICY

- **Field Trip must be paid in full 5 days before scheduled date** _____
- **A \$150 refundable deposit is due upon booking the field trip/returned upon no damages** _____
- **No Refunds will be given for absent students** _____
- Uptown Sports Complex will be open rain or shine. Field trips cancelled by a school representative due to weather will be either rescheduled or a credit will be given toward future field trips. They will not be refunded unless your scheduled date occurs within six weeks of the end of the school year.
- Field trips cancelled by Uptown Sports Complex for adverse weather or other conditions beyond our control will receive a full refund _____
- The balance is due day of the field trip _____

FIELD TRIP GUIDELINES

- **A facility waiver must be on file for all the children/adults participating** _____
- **If the child/adult does not have a waiver they are not allowed to participate NO EXCEPTIONS** _____
- The ratio of students to adults should be 8 to 1
- **CHAPERONES MUST STAY WITH THEIR GROUP OF STUDENTS AT ALL TIMES; THEY ARE RESPONSIBLE FOR THE SAFETY AND BEHAVIOR OF THEIR GROUP** _____
- Whether your trip includes pizza or you will bring in your own lunch, the teachers are responsible for feeding children _____
- **In the event of severe damage to a building or equipment, the school will be held financially responsible** _____
- Uptown Sports Complex reserves the right to request any person or group of people to leave the facility without a refund _____
- When making your reservation, you are giving Uptown Sports Complex permission to photograph or videotape you and your students for publication and marketing purposes
- We are not responsible for any lost items

GYM RULES

- **NO SHOES, FOOD OR DRINKS/GUM or CANDY ALLOWED IN GYM**
- No parents / children are allowed inside the Gym during session
- Please do not stand in the middle of the hallway
- If the instructor or gym manager feels that a parent/student is being disruptive to the class, they will be asked to leave the area.
- Please Do Not Knock on windows to get your child's attention during class.

All teachers and school staff attending the above mentioned field trip must sign this document prior to your scheduled visit.

Teacher Signature

Teacher Print Name