



Schenectady Museum & Suits-Bueche Planetarium  
 Public Programs/Education Department  
 15 Nott Terrace Heights, Schenectady, NY 12308  
 Phone: 518.382.7890 x 224 Fax: 518.377.0298  
 E-mail: Programs@SchenectadyMuseum.org

## Reservation Request Form

**DIRECTIONS:** Please help us help you plan your trip! Simply complete this form and return it. Our program scheduler will check availability **and contact you** to make your reservation. **Reservations are not firm until you receive written confirmation of the program.**

### School / Organization Information

School / Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

County / District \_\_\_\_\_

Teacher / Contact Name \_\_\_\_\_

Contact Phone (\_\_\_\_) \_\_\_\_\_

Best time to call: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Grade Level \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_

Number of Adults (including chaperones): \_\_\_\_\_

Do you have special-needs students?  Yes  No  
 If yes, please explain: \_\_\_\_\_

Would you like to visit the Museum (Gift) Shop during your visit?  Yes  No

Will you be bringing bag lunches?  Yes  No

**Please note:** Although we do not have indoor dining facilities, you are welcome to use our picnic area, weather permitting.

### School Programs

Requested Date: \_\_\_\_\_

Alternate Dates: (Please list three (3) alternate dates, in order of preference.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Earliest Arrival Time: \_\_\_\_\_

Latest Departure Time: \_\_\_\_\_

Programs I wish to book:

Planetarium: \_\_\_\_\_ Gallery: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Financial Aid

You may qualify! Please indicate the percentage of students in school qualifying or free/reduced lunches: \_\_\_\_\_%.

I prefer (Please check one):

Reduced Admission

Bus transportation Grant