



SCHOOL GROUP PROGRAM CONTRACT

A signed contract by both parties constitutes a program reservation with an agreement to purchase an education program at the Crow Canyon Archaeological Center. A 20% deposit is due 120 days prior to the program start date, and full payment is due 30 days prior to the program. Please review the following details:

School Name:		School Representative:	
School Address:			

Program Start Date (Arrival Date):		Program Type:	
Per Student Tuition:		Grade(s):	
	Number of Students:		
Teacher/chaperone Room and Board Fee:			
	Number of Teachers/chaperones*:		

*The following ratios determine the minimum number of teachers/chaperones required:

- Children 8 through 10 years: 1 adult for every 8 children (4th-5th grades)
- Children 11 through 13 years: 1 adult for every 10 children (6th-7th grades)
- Children 14 through 18 years: 1 adult for every 12 children (8th grade and up)

The required number of teachers/chaperones attends at the fee listed above.

Incidentals:				

Discount(s) Applied:	25 % Scholarship 100% Tuition Waiver
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Deposit Due:		Deposit Amount:	
Balance Due:		Balance Amount:	
		TOTAL DUE:	

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Crow Canyon will provide the following (see attached Terms and Conditions for more details):**

1) A full program of instruction and participation, including course activities, tools, and instructors. Crow Canyon is not responsible for changes in the program necessitated by inclement weather or other factors beyond Crow Canyon's control.

2) Meals begin with _____ on _____ and end with _____ on _____ . Please plan to arrive at the campus between 4:00 and 5:00 p.m. so that we can settle you into your lodgings before you enjoy dinner and participate in the Campus Orientation. Please plan to leave the Campus no later than 8:30 a.m. on your departure date;

3) Lodging for all participants: Final assignment of accommodations is at the sole discretion of Crow Canyon.

PROGRAM SCHEDULE & TUITION:

The tuition is based on program length, the type of program, and the number of students and teachers/chaperones listed on the contract. Program pricing is based on 10 or more students. Groups with fewer than 10 students will be charged for a minimum of 10 students at the student tuition rate in addition to the required number of chaperones.

Changes to the number of participants and schedule be made by «FINAL_COUNT_DUE_DATE»; 30 days' notice is required to ensure that we have accommodation for all guests. An updated invoice will be provided in the event that participant numbers or the schedule change.

The school is liable for the 20% deposit by «DEPOSIT_DUE_DATE», and the total balance payment specified in the contract unless Crow Canyon has been notified in writing by e-mail of any changes in the numbers (of students and/or teacher/chaperones), by «ORDER_BALANCE_DUE_DATE».

If the school's original number of program participants changes, or the program type changes, Crow Canyon reserves the right to charge a fee to make those changes. Crow Canyon reserves the right to honor the original contract. Transportation to and from Cortez for all students and teachers/chaperones is the school's responsibility. **Failure to pay the deposit and/or final balance by their respective due dates may result in the reservation being canceled.**

Crow Canyon will bill the school for any damages to the Center's facilities that are caused by the school's students and/or teachers/chaperones.

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CANCELLATIONS AND REFUNDS: Reservations are subject to availability. **All cancellation notices must be received in writing at schoolgroups@crowcanyon.org.** If school cancels after payment has been made, a full refund will be issued. Payments may also be transferred to held fees for a future program. Crow Canyon reserves the right to cancel, without penalty, any scheduled program (in which case a full refund will be made) or to make necessary changes to a program or program schedule. Crow Canyon is not responsible, in the event of cancellation or alteration of a program, for any airline or other commercial transportation cancellation penalty incurred by purchasing a non-refundable or restricted ticket. Crow Canyon Archaeological Center does not provide accident and health insurance for program participants.

I have read and agree to the terms and conditions set forth in this contract.

School Medical Advisor Name: _____ and Email _____

School Representative Name and Title (Print)

Date

School Representative Signature

Crow Canyon Representative Name and Title (Print)

Date

Crow Canyon Representative Signature

****TERMS AND CONDITIONS FOR ALL SCHOOL GROUP PROGRAMS**

The Crow Canyon Archaeological Center (the "Center") looks forward to welcoming you (the "School"), and your students, teachers, and chaperones (the "Participants"), for an immersive and educational exploration of past and present cultures in the Southwest. Please carefully review these Terms and Conditions in advance of your group's scheduled trip to the Center to ensure an enjoyable experience for all Participants.

The Center will provide:

- 1) A full program of instruction and participation, including course activities, tools, and instructors. Crow Canyon is not responsible for changes in the program necessitated by inclement weather or other factors beyond Crow Canyon's control.
- 2) Meals typically begin with dinner on your arrival date and end with breakfast on your departure date; breakfast will be a cold, self-served meal if you depart on a weekend. Please plan to arrive at the campus between 4:00 and 5:00 p.m., so that we can settle you into your lodgings before you enjoy dinner and participate in the Campus Orientation. Please plan to leave Campus no later than 8:30 a.m. on your departure date.
- 3) Lodging for all participants. Final assignment of accommodations is at the sole discretion of Crow Canyon.

The School is responsible for:

PROGRAM SCHEDULE AND TUITION: The tuition is based on program length, the type of program, and the number of students and teachers/chaperones listed on the contract. Program pricing is based on 10 or more students. Groups with fewer than 10 students will be charged for a minimum of 10 students at the student tuition rate in addition to the required number of chaperones.

The school is liable for the 20% deposit 120 prior to the program start date, and the total payment specified in the contract unless Crow Canyon has been notified in writing by e-mail of any changes in the numbers (of students and/or teacher/chaperones), no later than 30 days prior to the program start date. If the school's original number of program participants changes, or the program type changes, Crow Canyon reserves the right to charge a fee to make those changes. Crow Canyon reserves the right to honor the original contract. **Failure to pay the deposit and/or final balance by their respective due dates may result in the reservation being canceled.** Crow Canyon will bill the school for any damages to the Center's facilities that are caused by the school's students and/or teachers/chaperones.

TRANSPORTATION: Transportation to and from the Crow Canyon campus as well as throughout the program for all students and teachers/chaperones is the school's responsibility. Schools that hire non-school transportation are responsible for providing lodgings, meals, and other needs of transportation drivers off of the Center's campus for the duration of the program.

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SCHOOL REPRESENTATIVE: Each group (the "School") which has executed a School Group Program Contract (the "Contract") shall designate a School Representative, who will act as the primary contact for the Center during the program.

Waivers: Each Participant shall complete a Liability Waiver prior to arrival, and the **School Representative shall collect all such Liability Waivers (or otherwise ensure a waiver has been electronically signed) before the Participant boards for travel to the Center.** In the event a student arrives at the Center without a completed Liability Waiver, the School Representative shall ensure supervision of the student at all times and shall either obtain a completed Liability Waiver from the student's parent or legal guardian or arrange for the student's safe return from the Center. In no event shall a Participant be allowed to engage in program activities without a completed Liability Waiver.

Meals and Dietary Restrictions: The Center will provide meals as set forth in the Contract. At least fifteen (15) business days prior to arrival at the Center, the School Representative (or their designee) shall coordinate with the Center regarding any food allergies or dietary needs of the Participants, which the Center will reasonably attempt to meet. The Center does not operate a nut-free or gluten-free kitchen, and the School Representative will inform all Participants of this limitation prior to arrival.

We recommend School Representatives (or their designee) have a minimum of Basic CPR/First Aid/AED training to provide medical assistance, accommodations, and equipment necessary for the students in the group. Common medical scenarios include, but are not limited to, asthma, strains and sprains, scrapes and abrasions, heat and altitude related illnesses, insect bites, and anaphylaxis. While snake and predator (bear, mountain lions, etc.) encounters are not common, they are part of our local habitat.

The Center reserves the right to call an ambulance for a participant experiencing a medical emergency and has sole discretion in determining what constitutes a medical emergency in the field. The cost of ambulance care will be the responsibility of the participant.

In compliance with Colorado Revised Statutes, Crow Canyon requires all employees, teachers, and chaperones to report any suspected child abuse or neglect. If you have a concern or grievance related to the operation of the Center's program, staff, or policies, you should bring that concern to the Human Resources Manager. Any grievance involving an alleged violation of state or federal law will be reported to, and investigated by, the proper authorities.

STUDENT SUPERVISION: The school shall provide the number of teachers and chaperones set forth in the Contract, who shall remain responsible for the safety and discipline of the students for the time the group remains at the Center or on the Center's program; the school acknowledges that neither Crow Canyon nor any of its employees will have any responsibility for disciplining or otherwise supervising the conduct of any Participant. The School Representative (or their

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designees) shall keep an accurate count of the students as they engage in activities at the Center and during non-instructional time. The Center may request that the School Representative ensure the prompt return of any Participant whose actions endanger the health or safety of themselves, or others, or unreasonably disrupt the education or work of the Center.

Use of Cabins: Participants will be housed in modern cabins, which are located in relatively remote locations with limited access to cell coverage, amenities and medical care. The School Representative shall be responsible for ensuring that all students arrive properly equipped for the entirety of the program and shall ensure the overnight safety of all students. **Participants supply their own towels, sleeping bags, or other bedding.** The School Representative is encouraged to review the Center's Emergency Procedures Guide prior to arrival. The Center does not provide personnel, including, but not limited to, overnight staffing during non-instructional time. The Center is not responsible for any lost, stolen, or damaged property. The Center recommends that Participants utilize lockers, as provided, to store valuable items.

Prohibited Activities: The Center takes seriously its preservation and research obligations and expects all Participants to engage in the program in a respectful manner; violent or disruptive behavior will not be tolerated. Participants shall leave the site as they found it and shall not litter, graffiti, or remove any object. Visitors should not walk on the nature trail or hike after sundown.

The Center prohibits vaping and smoking in the Center's buildings and vehicles; these activities may only take place at the Center's designated smoking area behind the lodge. Open flames (i.e. campfires) are not permitted during fire bans. Candles are prohibited at all times indoors and outdoors. Given the high risk of wildfires and other hazards, violation of these provisions may result in immediate expulsion.

The Center prohibits the possession and use of illegal drugs. When minors are on campus, the consumption of alcohol by adults is restricted to designated areas.

The possession of a dangerous weapon is strictly forbidden on Crow Canyon programs and will result in immediate expulsion. A "dangerous weapon" is defined as any instrument or device designed to injure or kill, including, but not limited to, firearms (loaded or unloaded), BB guns, pellet guns, stun guns, tasers or devices designed to propel projectiles by spring action or compressed air, knives with blades longer than three-inches, spring-loaded knives, brass knuckles, and artificial knuckles of any kind. Unmanned Aerial Vehicles (UAV) are not permitted.

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Indemnification of the Center: The School hereby releases, indemnifies and holds the Center forever harmless from and against any and all loss, damage, judgments, claims and threats of claims, including all reasonable attorneys' fees and court costs through all trial and appellate levels, arising from (a) the Contract; (b) the Participants' access to or use of the Center or the program, (c) the failure to obtain any Liability Waiver from any Participant; (d) the failure to provide first aid, CPR, or emergent medical attention to any Participant; or (e) the breach of this Contract by the school, the School Representative, or any Participant.

Entire Agreement: These Terms and Conditions are incorporated into and are a part of the School Group Program Contract, and together they form a complete agreement. The Center has not provided, nor has the School or any Participant relied on, any representations or promises not found in the Contract. In the event of any disagreement between these Terms and Conditions and the Contract, these Terms and Conditions shall control. There are no third-party beneficiaries to the Contract.

CANCELLATIONS AND REFUNDS: Reservations are subject to availability. **All cancellation notices must be received in writing.** If your school cancels after payment has been made, a full refund will be issued. Payments may also be transferred to held fees for a future program. Crow Canyon reserves the right to cancel, without penalty, any scheduled program (in which case a full refund will be made) or to make necessary changes to a program or program schedule. Crow Canyon is not responsible, in the event of cancellation or alteration of a program, for any airline or other commercial transportation cancellation penalty incurred by purchasing a non-refundable or restricted ticket. Crow Canyon Archaeological Center does not provide accident and health insurance for program participants.

School Representative [Print Name]

Signature

Date