

## SCHOOL GROUP WAIVER GUIDELINES

*Please read guidelines thoroughly.*

1. School groups visiting a St. Joseph County Park for educational purposes may have the picnic fee waived with written permission from the Interpretive Services Manager. The exact educational purpose of the visit must be clearly defined and described in detail. Please attach any necessary documentation to this form. For school groups seeking an educational waiver, please keep in mind the primary purpose of the school group waiver is to encourage schools to conduct environment education activities in St. Joseph County Parks. The waiver will not be approved for recreational outings and end of the year picnics. Please call the park receptionist if this is the case.
2. A picnic site will be assigned to a school group but the fee will be waived if the waiver application is approved by the Parks Director. A security deposit is of \$100.00 is required and will be returned upon inspection of the site by park staff.
3. The teacher in charge must check in at the park office at the time of arrival.
4. The contact person must be present the day of the picnic.
5. All groups must have adequate supervision. A ratio of one (1) chaperone per eight (8) students is required. A CHAPERONE MUST BE PRESENT WITH MINORS AT ALL TIMES & IN ALL AREAS TO ENSURE THE SAFETY OF ALL VISITORS.
6. All groups are asked to stay in or near their reserved site and to utilize the other park areas in a proper manner. Park rules must be obeyed at all times (attached).
  - A. Please stay on trails to avoid destruction of natural environment
  - B. No food or beverages allowed on trails.
  - C. The defacement, destruction, removal or disturbance of property, equipment or natural features is strictly prohibited.
  - D. Please inform students and chaperones of park rules prior to your visit.
7. Visits to the Nature Center at Bendix Woods need to be scheduled in advance to avoid conflicts with other groups. Please call 574-654-3155 if you wish to schedule a visit to the Nature Center.

*Please return completed form to:* **Maria Peacock, Interpretive Services Manager**  
**St. Joseph County Parks**  
**32132 SR 2**  
**New Carlisle, IN 46552**  
**Fax: 574-654-3674**  
**[mpeacock@sjcparks.org](mailto:mpeacock@sjcparks.org)**



## School Waiver Application

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ / \_\_\_\_\_

Contact name(s): \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grade: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_ Hours: \_\_\_\_\_

Field Trip to be held at:      St. Patrick's     Ferrettie Baugo Creek     Bendix Woods

Shelter desired: \_\_\_\_\_

In the space below, please describe the educational purpose(s) of the field trip:

\_\_\_\_\_

\_\_\_\_\_

*If more space is needed, please attach additional information.*

Special needs or arrangements: \_\_\_\_\_

\_\_\_\_\_

*Please submit a detailed agenda of your activities:*

**ARRIVAL TIME:**

**DEPARTURE TIME:**

Group 1		Group 2	
Time	Activity	Time	Activity

\_\_\_\_\_  
Signature of Teacher in Charge

\_\_\_\_\_  
Approval by Principal