Field Trip Request Form

Ira H. Hayes Memorial Library · 94 N. Church St., Sacaton, AZ 85147 · (520) 562-3225

GILA RIVER INDIAN COMMUNITY
TRIBAL EDUCATION

Schools and groups are welcome to visit the library! Complete this form and return it to library staff to request a field trip. Visits are not confirmed until approved by the library.

SCHOOL / GROUP INFORMATION

School / Organization _____ **Date of Request** _____

Contact Person _____ **Title** _____

Phone _____ **Email** _____

VISIT DETAILS

Requested Date _____ **Alternate Date** _____

Arrival Time _____ **Departure Time** _____

Note: The library is closed daily from 12:00 – 1:00 PM for lunch. Please plan your visit around this time.

Grade / Age Group _____ **# of Students** _____ **# of Chaperones** _____

Would you like the library closed to the public during your visit? ☐ Yes ☐ No

Closures are subject to library approval.

ACTIVITIES REQUESTED

☐ Library Tour ☐ Story Time ☐ Browse & Check Out Books ☐ Children's Area ☐ Computer Time

☐ Other: _____

Will any students need a library card? ☐ Yes ☐ No If yes, how many? _____

Note: A parent or guardian must fill out a library card application for each student before the field trip.

Special accommodations or additional needs:

AGREEMENT

- Chaperones will stay with students and supervise them at all times during the visit.
- Our group will follow all library rules and treat the books, computers and space with care.
- I will contact the library as soon as possible if our visit needs to be canceled or rescheduled.

Signature _____ **Date** _____

FOR LIBRARY USE ONLY

☐ Approved ☐ Denied **Reviewed by** _____ **Date** _____

Confirmed Date & Time _____ **Notes** _____