



Lake Crabtree County Park
Wake County Parks, Recreation, and Open Space

<i>Office Use Only</i>
Payment Due: _____
Date paid: _____
Check# or Cash: _____

Group Program Request

Lake Crabtree offers a variety of environmental education programs for public and private schools, organized groups, and the general public. Keep in mind that all programs are specific to the piedmont of North Carolina. Payment is required prior to the program. Call 460-2723 for more information. **Please allow at least 2 weeks advance notice (one month is recommended) to schedule a program for your group. Fax completed form to (919) 460-3389, or mail to Lake Crabtree County Park, 1400 Aviation Parkway, Morrisville, NC 27560.**

1. Name of Contact Person for Group: _____
2. Name of School, Group or Organization: _____
3. Email Address: _____
4. Physical Address: _____
5. Phone: _____ Fax: _____
6. Title of Program (from list of program topics or describe the topic you would like presented):

7. Grade(s) or age(s): _____
8. Do any children have special needs? If yes, please explain. _____
9. Total number of times the program will be given: _____
10. Number of children per program (Group size is limited to 30 per staff member for K-adult, pre-K is limited to 15 per staff member. Please have sufficient amount of supervision for children. **Please note:** Some programs require smaller group sizes.): _____
11. Length of each program: _____
12. Date of program (please call in advance to check availability): _____
13. For programs at Lake Crabtree County Park:
 Starting time: _____ Ending time: _____
 Meeting Location (determined by staff): _____
14. For Outreach programs (at another site):
 Starting time: _____ Ending time: _____
 Meeting Location*: _____
 *Is this an indoor or outdoor space?
15. Payment due*: \$ _____

**Payment is due no later than two weeks prior to the program date for Durham and Wake County public schools. Payment for all other groups is due within two weeks of booking the program. Please call if your group plans on using a shelter in the park before or after the scheduled program as other fees may apply.*

Fees for Programs at Lake Crabtree County Park \$25 per hr per staff member
Fees for Outreach programs \$40 per hr per staff member

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Prep time: _____	Staff Assigned: _____
Program time: _____	