



Dear Teacher,

Thank you for booking a school program with the Inland Empire District State Parks! We are excited to help you plan an engaging and educational experience for your students.

To complete your booking process, please follow these important steps:

1. **Book Your Program Online:** If you haven't already, you can start by booking your program online using the following link: [Book Your Program Online](#).
2. **Complete the School Group Reservation Request Form:** After making your reservation online, it is essential to fill out the School Group Reservation Request Form on the following page.
3. **Submit the Form:** Email the completed and signed form directly to the State Park Interpreter. The contact information for the Interpreter is provided in your booking confirmation email.

Please note that the form does not need to be submitted in duplicate. Sending it once via email will be sufficient.

If you have any questions or need further assistance, feel free to reach out to the State Park Interpreter or contact me directly.

Thank you for choosing our parks. We look forward to providing a memorable experience for your class!

Best regards,

Ian Bernstein
State Park Interpreter II
K-12 Access & PORTS Program Coordinator
Inland Empire District State Parks
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SCHOOL GROUP RESERVATION REQUEST*DAY USE ONLY*

This form must be submitted in duplicate to the park you are planning to visit. The second copy, when endorsed by the Ranger, will be returned to you and will serve as your record of the reservation and your group's admission to the park.

Park Unit _____ Arrive by Auto _____ Bus _____

Proposed Date of Visit _____ Name of School or Group _____

Alternate Date _____

Time of Visit _____ Address _____

Alternate Time _____

Age/Grade of Children _____ Person in Charge _____

No. of Children _____ Adults _____ Phone _____

Day use fees are not charged for school groups (K through 12) provided reservations have been made. Careful advance planning, involving both teacher and park personnel, is vital for achievement of a maximum educational experience.

Reservations must be made 15 days in advance of the proposed date of your visit to allow preparation and scheduling by park personnel. The request shall be submitted in duplicate to the unit where the visit is proposed, and must be signed by the principal of the school which the students attend. If more than one school is sending students on a proposed tour, the principal from each school must submit a request. The Department reserves the right to combine tours when necessary. School groups shall be accompanied by enough school-appointed adult escorts or teachers to maintain order, and their escorts or teachers shall accompany the students while on the tour.

No day-use admission fees will be charged for school groups (K through 12), accompanying teachers, or adult leaders when reservations have been made.

Camping is not included under this program. Group camping information, including fee schedules, should be obtained from the park as far in advance as possible, as only limited facilities are available.

CERTIFICATION

The above described visit is an official school outing or field trip and will be under the direction of school personnel.

Signed _____
Principal of School

FOR PARK USE ONLY

☐ We are pleased to confirm your planned group visit for _____ at _____
Date Time

☐ We regret that the time you requested for a group visit is not available.

COMMENTS