

Scobee Education Center Planetarium
2025-26 Program Registration Form



School Name: _____

ISD: _____

Grade Level(s) PK-12: ☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Lead Teacher 1: _____

Teacher 1 e-mail: _____ Teacher 1 Phone: _____

Attending Teacher 2: _____

Teacher 2 e-mail: _____ Teacher 2 Phone: _____

Total Number of Students: _____ Number of Teachers: _____

Anticipated Number of Parent Chaperones: _____ Number of 50 min. programs: _____

Person/office to whom the Invoice/Fees for the programs are to be addressed:

Name		e-mail Address	
School/Organization Address: _____			
Mailing Address			
_____	_____	_____	_____
City,	State	zip code	Organization Main Phone Number

Teachers, please send your registration form(s) to the Scobee Education Center registration e-mail to be included on the calendar: sac-ScobeeCtr@alamo.edu

Planetarium program date request.

Please, recognize that a request is not equivalent to a registration, not all dates and times may be available at the time of the request. *Your program date & time will be confirmed by staff in an email.*

10:00 & 12:15 presentations are typically scheduled for a middle school or upper elementary content levels and paired with Challenger Learning Center mission groups.

1st Choice Date: _____ **10:00am** _____ 11:15am _____ **12:30pm**

2nd Choice Date: _____ **10:00am** _____ 11:15am _____ **12:30pm**

3rd Choice Date: _____ **10:00am** _____ 11:15am _____ **12:30pm**

The planetarium presentation(s) you would like to include:

Programming Acknowledgements:

☐ **Ticketing:** To schedule a presentation, the minimum fee of \$100 for a group to schedule a program where the group leader selects the presentation.

Not for Profit/School Group Rates:

Group Reservation	Group Rate Price
Up to 40 people (adults and students)	\$100
Up to 70 people (adults and students)	\$200
Up to 100 people (adults and students)	\$300

Additional adults/students can be added for **\$5 per extra person up to 10 people**. Beyond that, the cost jumps up to the next tier. The planetarium presentations are grade level specific and do not require a training session prior to attendance.

Virtual off-campus programming option

Check ONLY if you intend to schedule this instead of an on-site program:

(Scholarship funds will not apply to these programs.)

- ☐ 1 – Planetarium “Sky Tonight Live” presentation Only \$100 (up to 100 students), multiples of \$100 are applied for larger groups or each additional presentation.

☐ **Planetarium programs are 20-45 minutes in length.** Your group may select more than one presentation to equal 50 minutes of run time.

☐ Smaller groups may be added to an existing program that is grade level appropriate and has available seating. For this reason, it is essential for groups to arrive no less than 15 minutes prior to their program start time and alert the center, if you expect a larger than scheduled group.

☐ **Special Needs:** While the Scobee Education Center is ADA compliant, if members of your group require special assistance, the school is expected to provide the accommodations identified in the individual education plan for the student or employee. Please, contact our center in advance of your visit for specific accommodations.

☐ **Payment:** If your organization requires an invoice for an organization, school, or ISD payment you will receive a quote for processing through the Alamo Colleges District accounts payable office. If the organization is not already included in the ACCD data base, we will require a copy of the **W-9 or tax-exempt form** for invoicing the ACCD. The Scobee Education Center may accept credit card transactions, cash or check transactions. **When a group reserves 40, 70 or 100 theater seats, your group commits to the fees for this number of seats. No reduction is permitted as a result of absenteeism.**

☐ **Cancellation/No Show:** Cancellations must be received in writing through email or USPS mailing no less than two weeks prior to the scheduled visit. **Cancellations within this two-week period will forfeit 20% of the collected costs. Once ACCD invoice is generated for a program, there is no refund for participants absent on the day of the event.**

☐ **Lunches are not provided by the Scobee Education Center.** Groups may conduct lunches on the terrace picnic tables and Holt Challenger Memorial Garden areas, unless inclement weather requires an alternative indoor location. Areas are provided on a first come first served basis. Please, plan accordingly for inclement weather. ***Students, school staff and chaperones are expected to clean-up after classes in lunch areas.***

☐ **Chaperones** are welcomed and a vital part of the field trips for the students. All chaperones should be pre-approved and registered by the school prior to a visit to the planetarium. The group rate fees are provided without consideration of child or adult pricing to streamline the process of entry for the group. ***All Chaperones need to be pre-authorized by the school's administration. Chaperones should not randomly show up the morning of the field trip without this prior approval or they will be turned away.***

- If your group is over the level agreed upon and registered, additional per person ticket prices of \$5/person are applied for up to 10 additional people. The ticketing process tends to delay starting your program.
- The capacity of the planetarium is 100, if the school permits more than 100 people to attend a program, ***the lead teacher will be required*** to select the chaperones over 100 to remain outside during the program. Please, set these constraints before the trip.
- While voluntary, chaperones are providing a supervision support service, and ***no younger siblings*** are expected to attend planetarium programs, unless they are included in the group's original plans, ie. home school groups.

☐ **Student Behavior** resides with the individual student; however, school employees are responsible for managing students who violate school policies or field trip expectations.

☐ **Buses:** There is limited bus parking in the white lined areas along the Scobee circular roadway. Bus drivers typically drop-off their students and teachers at the curb in front of the center, then leave campus to return at the end of their scheduled program to the same location for pickup. If a teacher/chaperone is also the bus driver, we require notification in advance of your program to ensure a parking space is available. There are three white lined areas designated for school buses; however, there are often different school groups in programs on campus.

After checking each statement above, sign below to acknowledge awareness of these logistics. Any questions should be addressed to sac-ScobeeCtr@alamo.edu during the registration process. ***Required**

Lead Teacher Acknowledgement Signature: _____ Date: _____

The school/organization administrator must sign below to indicate that this registration and requested dates have been approved and the transportation and substitutes provisions are to be arranged.

Cancellations within one week of the program date will be assessed a fee. ***Required**

School Administrator Name Printed

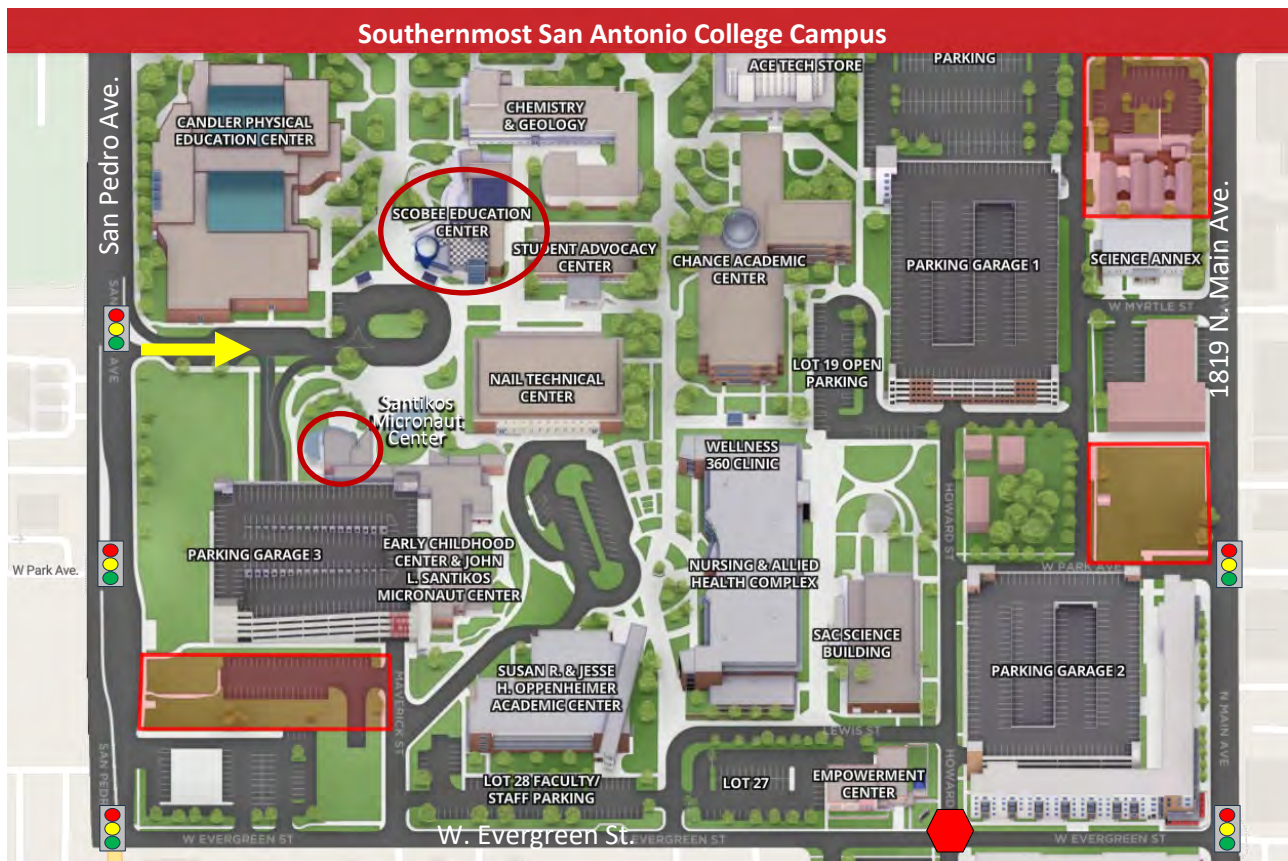
School Administrator Signature

Date

Directions:

Approach the west side of the San Antonio College campus from San Pedro Ave. 1198 San Pedro Ave. will bring you to the traffic signal that leads into the campus near W. Myrtle St and the Scobee circular roadway. Turn into campus at this light. After the turn, the parking garage #3 will be on your right and the gym on your left with Scobee's blue Cheever Star Tower ahead of you.

Bus parking is provided on a limited basis along the circular drive in the designated white lined areas.



Parents Chaperones:

Free parking is available in garage #3 located on San Pedro Ave. The upper floor is seldom full. Parking on a college campus is always a challenge, so plan to arrive early. You may wish to consider carpooling, if you do not ride the bus or vans with the students.

Each school group is expected to set limits on the total number of authorized adult chaperones attending the trip. Younger siblings are not expected to attend with chaperones of a school trip.