



## Application for Turkey Run Education Center (TREC)

*Thank you for choosing Prince William Forest Park!*

**To ensure an easy processing of your application, please read and complete this application thoroughly. Your application will not be processed if signatures are left incomplete or if either page is missing from your application package.**

### **The Application Process:**

Applications are processed in the order they are received. If we can accommodate your request, a Turkey Run Education Center (TREC) permit will be mailed directly to you at the cost of \$75.00/day. **Please note that your reservation permit does not include the park's \$5.00 per vehicle entrance fee (good for 7 consecutive days) paid upon arrival.** If your group is an accredited scientific or educational institution using TREC for strictly scientific or education programs, an entrance fee waiver may be available. Contact the park's Education Coordinator at 703-221-7181 for more information.

### **The Classroom:**

The Turkey Run Education Center (TREC) is a reservation-required facility for organized groups available year-round from 8:00 AM to 5:00 PM. TREC has classroom-style tables and chairs to accommodate up to thirty people. The classroom also has a ceiling-mounted projector, 52 inch flat screen TV, a laptop connection, dry erase boards and markers. A drink machine and public restroom are located behind the TREC building. There are no photocopiers or food machines available within Prince William Forest Park. Route 1, approximately five miles from TREC, is the closest commercial area with a variety of food choices available.

### **Cancellation Policy:**

No refunds will be given due to cancellations. Reservations may be rescheduled for a future date.

### **Check-in/Check-out:**

Check-in is no earlier than 8:00 am. Check-out must be by 5:00 pm or as listed on your TREC permit. Extended periods may be requested, but approval will be dependent upon staff availability.

### **Parking:**

30 parking spaces are available in the adjacent Turkey Run Ridge parking lot, however space is limited as this is a public parking area. Carpools are encouraged.

### **Leader Responsibility:**

The group leader is responsible for ensuring the group's compliance to the rules and regulations of the National Park Service.

### **Emergencies and Safety:**

If an emergency occurs while you are using TREC, contact the nearest park ranger on duty or call the National Park Service Emergency Dispatch Center at 1-866-677-6677 or 9-1-1 using the payphone located in the Turkey Run Ridge Parking lot. Both of these numbers are posted on the payphone. A first aid kit is located in the TREC classroom. Park Rangers are available at the visitor center every day from 9 AM to 5 PM, except Thanksgiving, Christmas Day and New Years Day.

**I hereby state that I have read and understand the above rules and regulations and understand that I am responsible for insuring the permitted group's compliance to the rules and regulations of the National Park Service. Violation of National Park regulations is a violation of Federal Law and may result in eviction from the park, fines or mandatory appearance in Federal Court.**

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Applicant Signature

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Date

# Prince William Forest Park

National Park Service  
U.S. Department of the Interior

Prince William Forest Park  
Triangle, VA



## Application for Turkey Run Education Center

Your permit does not include the park's \$5.00 per vehicle entrance fee (good for 7 consecutive days) paid upon arrival.

<b>Group Information:</b>	
Today's Date: _____	
Group Leader: _____	Group Name: _____
Sponsor: _____	# of Attendees: _____ (estimate high if unsure)
Address: _____	
Street No/PO Box _____	
City, State Zip _____	
Daytime Phone: _____	Fax: _____
Email: _____	

<b>Reservation Information: We will try to accommodate your first choice if possible. Please provide a 2<sup>nd</sup> choice.</b>	
1 <sup>st</sup> Choice: _____	to _____
Arrival Date (mm/dd/yyyy)	Departure Date (mm/dd/yyyy)
2 <sup>nd</sup> Choice: _____	to _____
Arrival Date (mm/dd/yyyy)	Departure Date (mm/dd/yyyy)
3 <sup>rd</sup> Choice: _____	to _____
Arrival Date (mm/dd/yyyy)	Departure Date (mm/dd/yyyy)

<b>Method of Payment: Please fax application to 703-221-3258 or mail in secure envelope. Please note that you will be charged the full amount for your reservation. You will receive a call from a park ranger asking for 3 digit security code.</b>		
<input type="checkbox"/> Check enclosed	<input type="checkbox"/> Master Card/Visa	<input type="checkbox"/> American Ex.
<input type="checkbox"/> Discover	<input type="checkbox"/> Novus	
_____	_____	_____
Credit Card Number	Exp. Date	Authorizing Signature

**Please Note:** Pages 1 and 2 of your application must be received by Prince William Forest Park to ensure processing.

Prince William Forest Park  
Attn: Turkey Run Education Center  
18100 Park Headquarters Road  
Triangle, VA 22172  
Phone: 703-221-7181  
Fax: 703-221-3258

Checks payable to **National Park Service**

<b>For Official Use Only</b>		
Availability? _____	Permit # _____	Employee Received Request: _____
Notes: _____		