

Office Use:
 Fee: _____



USE AGREEMENT
Standards-Based Programs 2016
HOWLAND HILL OUTDOOR SCHOOL
Redwood National and State Parks



Please read all information thoroughly, fill in all open blanks, sign, make a copy for your records, and return this original with your fee payment AS SOON AS POSSIBLE, and **no later than one week prior to the scheduled date of your visit.**

Date(s) of visit: _____
Name(s) of teacher/leaders: _____
Organization/Group: _____
Phone: _____
Mailing Address: _____
E-Mail Address: _____
Students (45 max): _____ **Grade Level(s):** _____ **# of Adults:** _____
Student Transportation: bus _____ / # of cars: _____

Following is the basic Agreement for use of Redwood National and State Parks' (RNSP) Howland Hill Outdoor School (HHOS) in implementing California and Oregon Education Standards-based programs.
RNSP reserves the right to cancel, at any time, groups failing to comply with this Agreement

- Established RNSP regulations will be followed to protect and preserve the natural environment; there will be no plant gathering or feeding of wildlife of any kind. Standard California and Oregon school policies will also be followed. Only qualified service animals will be allowed on site; no personal pets.
- The group leader/teacher designated above will be on-site and responsible for the actions of the group at all times. If a leader must leave the group, a substitute leader will be assigned. The group leader agrees to support HHOS staff in maintaining school discipline standards:
 "Three Strikes Rule"
 1st incident: student will receive a verbal warning
 2nd incident: student will given 'time out' with adult leader
 3rd incident: student will be removed from the activity; after discussion with the teacher, a decision will be made whether the individual student will be returned to school.
- A ratio of one qualified leader/adult to every 10 students will be maintained at all times. Accompanying adults will assist with whole group's educational experience, and adhere to all related requests and guidelines. *Arrangements will be made for younger siblings not part of the class to be left with other caregivers at home.*
- **Security:** The school gate off Howland Hill Road will be kept **closed at all times**, and locked overnight. All accompanying adults will wear RNSP-supplied security lanyards for visual identification.
- One personal vehicle will accompany group busses and be available on-site at all times for emergency use. Plans will be made for **no more than three vehicles** to be parked at the school site; all other vehicles will be parked in the main lot, ¼ mile from the site.
- All accidents or unusual happenings will be reported to the site ranger as soon as possible.
- Kitchen use will comply with State and National Health Codes, as detailed in the kitchen's Standard Operating Procedures in the HHOS Facility Guide

[HHOS Use Agreement (continued):

- **To avoid attracting or encouraging confrontations with wild animals:**

- √ Garbage cans will not be over-filled; lids must close and latch completely. If all cans become full, all garbage beyond the capacity of the cans, and any strong –smelling garbage will be taken with the group on leaving.
- √ All food and other attractants will be properly stored in the kitchen or in vehicles; no food will be allowed in sleeping cabins
- √ All facility doors will be kept closed at all times.
- √ Group snacks will be individually “contained” and non-crumbling (cheese, soft granola bars, or fruit rollups for example) to reduce food litter on the ground.

- **Pre-cycle, reduce, re-use, and THEN recycle!** Washable dishes, cups, and utensils are provided for group use while on site. Please: no “disposable” paper or Styrofoam cups, plastic plates, or utensils. One name-labeled water bottle per student; bottles can be refilled onsite as needed.

- **Check-out time for overnight groups:** no later than 3:30PM after the site ranger has completed check-out inspection of facilities. Groups will be responsible for the safe return of all loaned park property and keys to site ranger during checkout.

HHOS Curriculum-Based Program Fees, 2016 School Year

1-35 students..... \$50.00 per day
 36-45 students..... \$100.00 per day

Refund Policy: You are entitled to 100% refund of your paid fee if you cancel two weeks prior to your visit, or if the park cancels for any reason. If you need to cancel within two weeks of your visit, please submit your refund request in writing for a 50% refund of your paid fees.

PLEASE READ, DATE, and SIGN:

I (we) have received on-site orientation to HHOS, or in lieu of on-site orientation, have read and understand the HHOS Facility Guide, either online at <http://www.nps.gov/redw/forteachers/howland-hill-outdoor-school.htm> or a provided hard copy.

I (we) have fully read and understand this Agreement, and agree to be responsible for the actions of our group while on site. I (we) understand that failure to comply with the above Use Agreement can affect my (our) group’s future use of the facility.

Signature(s) of leader(s):

Date: _____

X _____

X _____

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**\*Mail payment (payable to Redwood Parks Association) and this signed Agreement to**  
**Redwood National and State Parks**  
**ATTN: Beth Hartsig**  
**1111 Second Street**  
**Crescent City, CA 95531**