



## School Programs Fee Waiver Request Form for Title I Public Schools, DC Public Schools, and DC Public Charter Schools

*Instructions:* This form must be signed by the organizing teacher (the person whose name is on the original confirmation and invoice) and the school principal and returned to the National Building Museum by mail (Attn: School Programs, 401 F St. NW, Washington, DC 20001) or fax (202-376-3564) **three weeks prior to the first scheduled program**. One form must be filled out for each new reservation (not each new program). If you have questions, please contact the Museum at 202-272-2448 or at [youthgroups@nbm.org](mailto:youthgroups@nbm.org). After the Museum receives this form, the organizing teacher will receive an email confirming that your fees have been waived.

Today's Date _____	School Name _____
Reservation Number _____	Program Name(s) _____
Program Date(s) _____	Program Time(s) _____

**Please check:**

Our school is a:

- DC Public School     DC Public Charter School     Title I Public School

- Our school will arrange for **transportation** for our students to attend the Museum trip.
- On the program date, school is **in session** and field trips are permitted. This trip will not interfere with test preparation or testing.
- We have read and understand the Museum's **cancellation policy** (below). If we do not comply with this policy, our school will be ineligible to book any new programs or attend any already scheduled programs at the National Building Museum for the remainder of this school year. To become re-eligible for programs during this school year, we may opt to pay for the programs that were cancelled with less than three weeks' notice.

**Cancellation Policy**

THREE WEEKS NOTICE REQUIRED: If you need to cancel a Museum program, send an email to [youthgroups@nbm.org](mailto:youthgroups@nbm.org) as soon as possible, but no later than three weeks prior to the program date. To be eligible to reschedule a program, the Museum must receive written notification no later than three weeks prior to the program date. If a school's administration cancels a field trip less than three weeks before the scheduled trip due to a change in school policy, a letter from the principal indicating the change in policy will be required to reschedule the cancelled program. If a school closes due to inclement weather or cancels field trips on short notice due to an unexpected change in the Homeland Security Threat system, the Museum will reschedule the program.

We have read and understand the above requirements and request that the National Building Museum waive the fees for our school programs.

\_\_\_\_\_  
Organizing Teacher's Name (Printed)

\_\_\_\_\_  
Principal's Name (Printed)

\_\_\_\_\_  
Organizing Teacher's Signature

\_\_\_\_\_  
Principal's Signature