

Scobee Education Center **Planetarium**  
Program Registration Form



School Name: \_\_\_\_\_

ISD: \_\_\_\_\_

**Lead Teacher 1:** \_\_\_\_\_

Grade Level(s): \_\_\_\_\_ Teacher 1 Phone: \_\_\_\_\_

Teacher 1 e-mail: \_\_\_\_\_

**Attending Teacher 2:** \_\_\_\_\_

Grade Level(s): \_\_\_\_\_ Teacher 2 Phone: \_\_\_\_\_

Teacher 2 e-mail: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_ Number of Teachers: \_\_\_\_\_

Anticipated Number of Parent Chaperones: \_\_\_\_\_ The number of presentations: \_\_\_\_\_

Person/office to whom the Invoice/Fees for the missions/planetarium 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](mailto: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. *Smaller groups may be added to a pre-existing presentation selected by another group. The added smaller group does not have the choice of program option.*

1st Choice Date: \_\_\_\_\_ 9:00am \_\_\_\_ 10:00am \_\_\_\_ 11:00am \_\_\_\_ 12:15pm \_\_\_\_

2nd Choice Date: \_\_\_\_\_ 9:00am \_\_\_\_ 10:00am \_\_\_\_ 11:00am \_\_\_\_ 12:15pm \_\_\_\_

3rd Choice Date: \_\_\_\_\_ 9:00am \_\_\_\_ 10:00am \_\_\_\_ 11:00am \_\_\_\_ 12:15pm \_\_\_\_

The planetarium program you would like to see: \_\_\_\_\_

**Ticketing:** To schedule a presentation, you must have a minimum group size of 20 with a minimum fee of \$100 for a group to schedule a program where the group leader selects the presentation. Below is a list of our 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 options:**

*(Scholarship funds will not apply to these programs.)*

- ☐ 1 – Planetarium “Sky Tonight Live” presentation Only \$150 (up to 100 students), multiples of \$150 are applied for larger groups or each additional presentation.

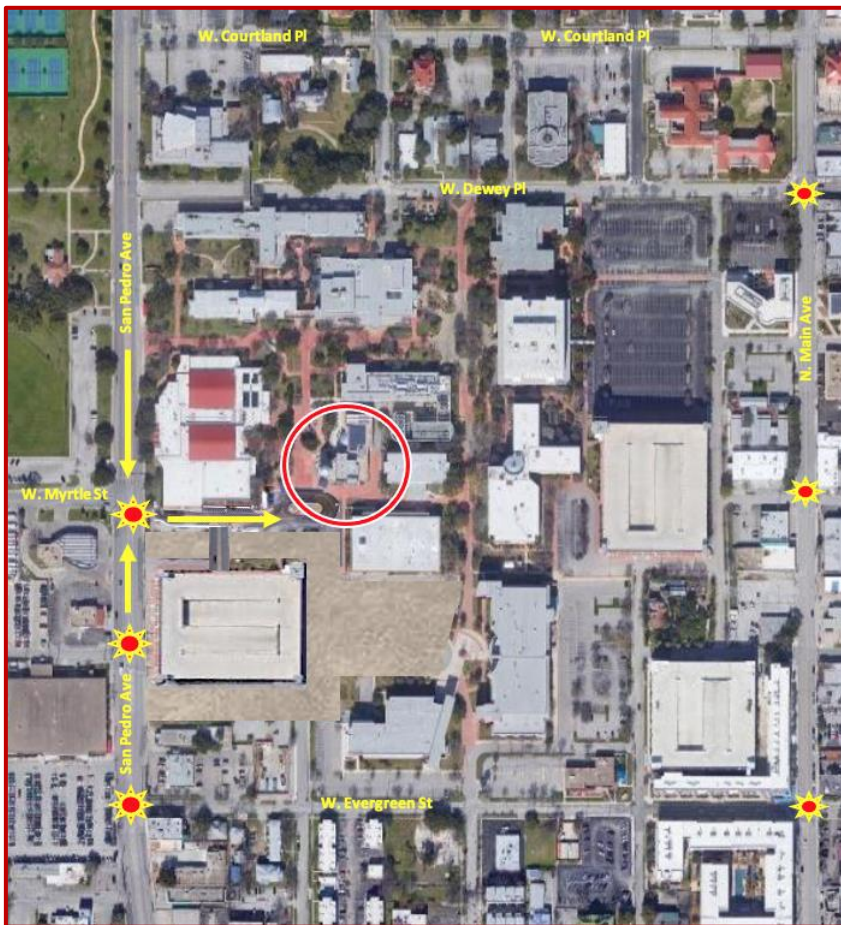
**Planetarium programs are 30-45 minutes in length.** Smaller groups may be added to an existing presentation that is grade level appropriate and has available seating. For this reason, it is essential for groups to arrive no less than 15 minutes prior to their program start time.

**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.



**Buses:** There is limited bus parking in the white lined areas on the Scobee circular roadway.

*Buses typically plan to drop-off their students and teachers, 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.*

### **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 new parking garage will be on your right and the gym on your left with Scobee's blue Cheever Star Tower ahead of you.

**Parents Chaperones:** Free parking is available in garage #3 located on San Pedro Ave. This is the closest location for parking.

Parking on a college campus is always a challenge so plan to arrive early.

***Do not park on the curb of the circular drive.***

You may wish to consider carpooling and parking on the upper levels of the free parking garages.