

Event Date: March 30, 2026

Freedom Elementary
Sapulpa Public Schools



Outreach Agreement

To confirm your outreach program with Discovery Lab, please initial each section, sign at the bottom of this agreement, and return a copy to the Education Registrar (via email or mail) within five business days scheduling your outreach program. By signing this document, you and your group acknowledge that your reservation is complete and accurate, and that you will adhere to the following policies:

1. **PAYMENT:** Discovery Lab accepts cash, checks, and credit cards. The payment must be within 30 days of the event. For reservations over \$2,500, a non-refundable deposit of \$250 is required. _____
2. **CANCELLATIONS:** If you cannot make your reserved date, please cancel or reschedule at least 14 days in advance. Discovery Lab reserves that right to charge a \$25 cancellation fee. No-call/no shows will be billed at full price and may be unable to reschedule with Discovery Lab for a full year. _____
3. **SAFETY:** Discovery Lab takes the safety of its employees seriously. When an employee of Discovery Lab comes to your program, if they feel that they cannot perform the outreach content in a safe manner, they reserve the right to leave at any point within the event time. Depending on the situation, the Education Register will connect with the group representative discuss options on how to rectify the pending outreach. _____
4. **GROUP REPRESENTATIVE:** As the group representative, it is your responsibility to make sure that the correct outreach program is reserved. It is your responsibility to ensure all parties involved in your event are informed of your outreach reservations' unique schedule. You are responsible for informing Discovery Lab if you are unable to keep the original reservation schedule. If the outreach's location has changed, call Discovery Lab no later than 48 hours prior to the original program. Contact numbers are 918-574-2205 or 918-295-8144. _____
5. **CHAPERONES:** Discovery Lab requires at least one teacher to be present and participatory for the duration of all outreach programs. Some programs may require additional chaperones, depending on the class size. If consecutive classes are reserved, please allow up to 10 minutes of transition between scheduled classes. Chaperones are responsible for students' behavior. _____
6. **OUTREACH CLASS/STEAM SERIES:** To ensure high quality programming, classes may serve up to 30 students. Groups larger than 30 students will require an additional educator at \$50 per class. If consecutive classes are reserved, please allow up to 10 minutes of transition between scheduled classes. _____
7. **STEAM BOOTH:** Pop-up STEAM activity supplies will be for 200 participate with 2 staff members. If you are needing additional supplies or time, you will be charged \$100 per change. _____

Group Representative Signature: _____ Date: _____

Group Representative Name (Print): _____

Group Name: Sapulpa Public Schools Freedom Elementary _____

Discovery Lab
3123 Riverside Drive
Tulsa, OK 74105
P | 918.295.8144
discoverylab.org