



Eastern Iowa Observatory and Learning Center
Cedar Amateur Astronomers
www.cedar-astronomers.org
Group Visitor Reservation Form

GROUP NAME:

Club or Organization, Grade Level of School Group, Ages, Other Useful Information

SPONSORING ORGANIZATION:

Business, Social Organization, School, Church etc. if applicable

CONTACT PERSON:

Please complete information below and insert (P) for preferred method of contact.

EMAIL ADDRESS: () _____ CELL: () _____

Home Phone: () _____ Work Phone: () _____

MAILING ADDRESS: () _____
Number & Street

City, State & Zip Code – to be used for correspondence related to visit

PRIMARY DATE REQUESTED:

Start Time:

End Time:

Should be at least four weeks from today's date, unless there has been prior discussion for earlier date

ALTERNATE DATE REQUESTED:

Start Time:

End Time:

In the event the requested date is already reserved or unavailable due to an Observatory Event.

ESTIMATED NUMBER OF VISITORS:

Children under age 18: _____ Adults: _____ Total in Group: _____
Suggested minimum of 1 adult per 10 children under 18

TABLE/CHAIR ARRANGEMENTS: (To handle number of visitors indicated above)

- Tables/chairs facing speaker (Default set-up for 72 or less)
- Chairs only, facing speaker (Default set-up for 73 or more)
- Other arrangement as discussed _____

PROGRAM/SPEAKER AND SPECIAL REQUESTS

- Request Typical CAA Program
- No Main CAA Speaker, but CAA Introduction, Tour, Observing as available
- Other Special Requests as Discussed _____
Merit Badge workshop, School Curriculum Topic or Project, Special interests, etc.

NOTE: Programs will include a tour of the facility and explanation of the telescopes and telescopic viewing if weather cooperates. Length of visits varies depending on the group and viewing conditions but averages one and one half hours.

FOOD: (All food must be arranged for by visiting group)

- None planned
- Snacks only
- Catered Meal
- Other: _____

FEES: (\$2 per visitor minimum)

- Full fee sent to: **CAA, PO Box 10786, Cedar Rapids, IA 52410**
- Reservation fee of \$30 sent to above address, balance due at event
- Other arrangements made _____