



## INSTRUCTOR-LED FIELD TRIPS

BY RESERVATION ON FRIDAYS 10AM-3PM

THE SHED 1010 S. PEARL EXPY DALLAS, TX 75201

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1. The Dallas Farmers Market is committed to teaching the next generation more about where their food comes from and how to eat more nutritious meals. We want to make sure your student group has the best experience possible at the Dallas Farmers Market, so read through the following information before making a reservation for your student group.
2. **Scheduling for Friday Field Trips.** Complete the reservation form and submit by email to [info@dallasfarmersmarket.org](mailto:info@dallasfarmersmarket.org). You will be contacted for scheduling your groups' fieldtrip program.
3. **Student Group Size and Adult/Child ratio-** The minimum size for a group is 20 students and the maximum size for a group is 75. The Dallas Farmers Market asks that groups have a ratio of 10 students to 1 adult (teacher or chaperone).
4. **Fees and Payment-** Instructor-led programs are \$6 per student, \$3 per adult. Payment is due by school check on day of arrival. School checks should be payable to "DF Market 1, LLC".
5. **Cancellation and Rescheduling-** If your group is unable to attend a reserved field trip, it is your responsibility to contact us and inform us of the change. If you do not contact us 24 hours in advance, you will receive an invoice for the estimated students. Your reservation may be rescheduled once if there are other schedule openings. A \$25 change will be charged for additional reschedules. We will do our best to accommodate late arrivals, but we reserve the right to cancel or adjust program as needed. All changes must be submitted in writing via email to [info@dallasfarmersmarket.org](mailto:info@dallasfarmersmarket.org).
6. **Weather/Environmental Days-** The Dallas Farmers Market-The Shed is open rain or shine; however, we do have a bad weather/environment plan for field trips. (Attached in Appendix) In the event of inclement weather, we will contact you by 8am the day of your field trip to help you reschedule.

- 7. Prepare for the field trip-** Prior to your arrival you will receive information about what to expect for lesson themes, so you can prepare the students. It is best to assign the student and chaperones to small groups prior to arriving. Teachers and chaperones are held responsible for students' conduct, so make sure you have informed your chaperones of these rules.
- Any behavior that endangers the safety of our staff, vendors, or others will result in your group being asked to leave the premises.
  - Do** have your students wear t-shirts or nametags that include their school/day camp/daycare name (not the student's names).
  - Do** always stay with assigned students. Have chaperones exchange contact information with teachers prior to arrival in the event your group gets separated.
  - Do** understand that the Dallas Farmers Market is a place of business and respectful behavior is expected. Walking and indoor voices are encouraged.
  - Do** place all trash in the containers within The Shed.
  - Dress** for the weather and for walking.
- 8. Parking and Arrival – 1010 S. Pearl Expy, Dallas, TX.** Buses and vans can enter off Cesar Chavez onto Jan Pruitt Way on the south side of The Shed. Large buses should call the Dallas Farmers Market office at 214.664.9110 before arrival for parking assistance. If you arrive and there is no bus parking, please unload near The Shed and then park in the self-pay public lot along the 1800 block of Cadiz (between St. Paul and Park). Assemble your students by the stage on the Cesar Chavez side of The Shed.
- 9. Restrooms** – Plenty of public restrooms are accessible from the south side The Market food hall.
- 10. Emergencies-** The school group is responsible for their general first aid kit. Teachers/Chaperones are to call 911 for other emergencies. Lost and Found: We will hold items for two weeks in the Administration office, contact [info@dallasfarmersmarket.org](mailto:info@dallasfarmersmarket.org)
- 11. Lunches** – Groups can bring their lunches to The Shed and eat in our designated area. Please bring lunches in wheeled coolers/carts to transport them to The Shed.
- 12. Contact Information-** Dallas Farmers Market, 1010 S. Pearl Expy, Dallas, TX 75201, 214-664-9110, [info@dallasfarmersmarket.org](mailto:info@dallasfarmersmarket.org)



## FIELD TRIP RESERVATION FORM

**Reservation Procedures and Field Trip Guidelines:**

1. Complete this form and submit to Dallas Farmers Market at least **two weeks** prior to your desired date. The cost is **\$6 per child, \$3 per adult**. Payments are accepted in the form of personal check, cashier's check, or money order, payable to **DF Market 1, LLC**. All payments are non-refundable. In the event of inclement weather, field trips may be rescheduled.
2. Field Trip Form and Payment may be submitted in person between the hours of 8:00am and 4:00pm Monday - Friday at 1011 S. Pearl Expy, Dallas, TX 75201, or mailed to the same address.
3. Field trips are offered every Friday. Field trips are scheduled every hour on the hour, and last between 30-45 minutes.
4. Each field trip group is required to provide a minimum of **1** chaperone per **10** children/students. Field trip group size must be between 20-75 people.

School/Organization Name:

Email:

Fax:

Address:

City:

Zip:

Contact/Teacher Name:

Mobile Phone: (required)

Group Type (Please check the appropriate box):

Public School

Private School

Homeschool

Daycare

Head Start

Scout Group

Other (Please Specify):

No. of students:

No. of adults (including teachers):

Grade level of students:

Optional Add-on:

Fresh Produce Juice Tasting

No. of

Tastings: \_\_\_\_\_

Field Trip Date (Fridays only):

Time (circle): 10:00am 11:00am 1:00pm 2:00pm

By signing this form, I am requesting a Field Trip reservation at the Dallas Farmers Market – The Shed for the date and time listed above. I understand that field trips may be rescheduled in the event of inclement weather. I agree to indemnify and hold harmless this market and its directors, employees, representatives, and agents, from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to my activities at this market.

Teacher Signature:

Date:

# APPENDIX A

## Weather/Environmental Conditions Guidelines

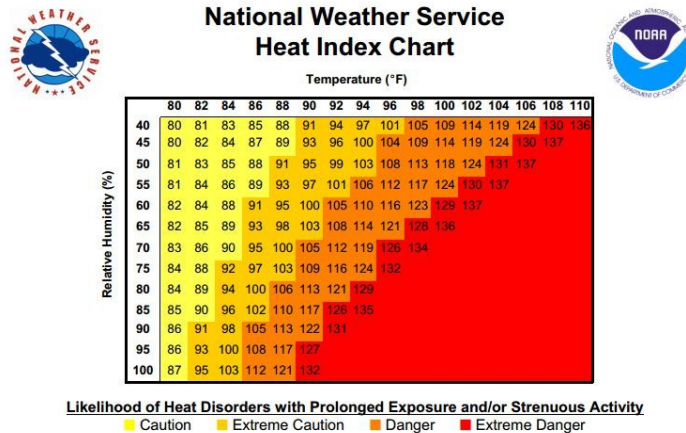
### Dallas Farmers Market Fieldtrips

This appendix is to protect the health and safety of the students while on fieldtrips at the Dallas Farmers Market. We acknowledge that local weather and environmental conditions are frequently at intensities that may result in health consequences, therefore we will take the following measure to protect the students, teachers, and chaperones.

In the event of concern for weather/environmental conditions on day of fieldtrip, a call and email will be made to the responsible party the morning of schedule arrival.

#### Hot Weather:

Everyone should be hydrated prior to the arriving at the Dallas Farmers Market. We shall provide a water on-site for those attending the fieldtrip when the heat index is above 101.



#### Air Quality Index

When the air quality index is red, purple, or maroon, the field trip will be cancelled and rescheduled.

[http://airnow.gov/index.cfm?action=airnow.local\\_city&cityid=234](http://airnow.gov/index.cfm?action=airnow.local_city&cityid=234)

#### Cold Weather

Dress appropriately for cold weather as The Shed is an outdoor pavilion. The field trip will be cancelled and rescheduled if the temperature/wind chill is below 32 degrees on the day of the fieldtrip.

#### Thunderstorms

The buses can park close to The Shed but will not be under the roofline. Plan ahead to keep the students dry as they walk from the bus to the pavilion. If lightning or thunder is present, the students will be asked to stay on the bus 15 minutes after the lightning has passed.