



Build Your Field Trip Experience

COVID19 Disclaimer: All field trip participants must adhere to all Workhouse Arts Center COVID19 safety policies. Field trips must be limited to 10 people including chaperones and instructors. All participants of all ages, including Instructors, counselors, artists and staff will be required to maintain and wear a face covering/mask throughout duration of any activity within any campus building.

1 Choose your Field Trip Package

Red Package – \$110

- 1 hour workshop for up to 8 students and 1 chaperon*
- Workhouse Arts Instructor and reserved classroom space
- An additional materials fee per student will be charged dependent upon media selected below

Purple Package – \$155

- 1.5 hour workshop for up to 8 students and 1 chaperon *
- Workhouse Arts Instructor and reserved classroom space
- 45-minute guided tour of Workhouse Arts Center – optional
- An additional materials fee per student will be charged dependent upon media selected below

Gold Package – \$200

- 2 hour workshop for up to 8 students and 1 chaperon *
- Workhouse Arts Instructor and reserved classroom space
- Reserved space for 30-minute snack or lunch break – *snack/lunch not included*
- An additional materials fee per student will be charged dependent upon media selected below

2 Select Your Project Medium

The prices below represent the materials fee per student for the corresponding media. All **GOLD** selections must be 2 hours are limited to the GOLD PACKAGE ONLY. All other media may be selected for any package option above.

\$8 <i>Per student</i>	Ceramic Hand-Building	Ceramic Wheel-Throwing	Fused Glass	Paper Making*
\$7 <i>Per student</i>	Culinary Arts	Jewelry Making	Fun with Fiber Arts	Mosaics*
\$5 <i>Per student</i>	Drawing	Plein Air Painting	Watercolor/Acrylic Painting	
\$3 <i>Per student</i>	STEAM	Theatre Improv*	Dance/Movement	

*Must be at least a 1.5-hour workshop

3 Review Our Terms

- (*) Due to COVID regulations on our campus, groups cannot exceed 10 people (This includes the instructor, all students and chaperons. Any additional chaperons must wait outside the buildings or in vehicles.
- A completed Field Trip Request Form is **required 1 month** in advance.
- A 25% deposit payment is required at least 2 weeks in advance of workshop date to confirm and hold the booking. If that deposit is not received, you will forfeit your date.
- Ceramic and Glass requests must be **submitted 3 months** in advance.
- Glass Fusing is not available for children under the age of 13.
- Deposit/Payment Policy. Workshop deposit of 25% of total due must be submitted two weeks prior to the start of the workshop to hold the date. Payment balance is due up to three days prior to date of workshop. Payments may be made by credit card or check (payable to The Workhouse Art Center).
- Refund Policy: Refunds are only awarded (minus \$20 cancellation fee) if the refund request is requested at least *one week* prior to the day of the workshop. No refunds are awarded after that timeframe, so please book carefully.
- Returned Check Policy: There will be a \$35 fee for all returned checks
- Liability: The Workhouse Arts Center is not responsible for the well-being and safety of students who remain in or around the campus after the completion of the workshop.
- **Special Needs: In order that we may best serve each student's needs**, please indicate if any student has any physical, cognitive, or emotional disabilities, or any other special or medical needs. If a student is in need of a special aid, that person must be provided by the School or parent.
- **Please Note:** Workshop participation is exclusively for students (not for teachers, parents, or chaperons). Workshops are designed as an educational program and we feel every student should be provided with an environment conducive to learning. **Disruptive behavior will not be tolerated.**
- **Important Phone Numbers:** For information, please call Aubrey Lisowski, Education Coordinator at (703) 584-2934.



Field Trip Request Form

For best results, all Field Trip Request Forms must be submitted at least one month prior to your requested date.
Trips requested within less than a month are not guaranteed.

Organization Name:	Grade Level(s):	No. of Students:
Lead Teacher or Contact Person full name: (please print clearly)		
Organization Mailing Address:		
City/State/Zip:	School District:	
Daytime Phone Number:	Fax:	
Email:		
Special Accommodations:		

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Please select your preferred date and time of visit and two additional alternate dates and times.

Preferred Date & Time:	
1 st Alternate Date & Time:	2 nd Alternate Date & Time:

Please select the desired package for your trip: **Red** **Purple** **Gold**

Please insert the desired media for your trip: _____

Would you like to include the guided tour of the Workhouse Arts Center? **YES** **NO**

After we receive your request, your date will be temporarily held on the education calendar. A 25% deposit payment is required at least two weeks in advance of your visit. If it is not received, your date will be released. When payment arrives, the date is officially reserved.

Please note: dates are not guaranteed until we receive your payment.

Email to registrar@workhousearts.org or mail the form to:

Workhouse Arts Center ATTN: Registrar, 9518 Workhouse Way, Lorton, VA 22079

Lastly, please provide a signature below that you have read and agreed to all our terms listed on page two. If a signature is not provided below and the required information is not filled in on page three, this form will not be recognized and no booking can occur.

Clearly Print name: _____

Signature: _____