



## EDUCATION RESERVATION REQUEST FORM

Gateway National Recreation Area  
210 New York Ave, Staten Island, NY, 10305  
Gate\_Education@nps.gov



<b>SECTION 1: Contact Information (Required)</b>
School/Organization Name
Name of Requester
Title/Position (optional)
School Contact Email Address
School Contact Phone Number
School Mailing Address
City
State
Zip Code
Does anyone in your classroom need any accommodations? Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe need:

<b>SECTION 2: Group Details – Park Visit/ Field Trip</b>
Day of Event – Name of Primary Contact
Title/Position
Primary Contact School Email Address
Primary Contact Phone Number
Program or Subject Requested/Self-Guided

Grade	Number of Students	Number of Chaperones
Preferred Date of Visit	Preferred Program Start Time	Alternative Date(s)
Anticipated Arrival Time	Anticipated Departure Time	Mode of Transportation

Disclaimer: A park representative will follow-up to confirm group details once this request has been received and reviewed.

<b>SECTION 3: Group Details – Ranger-in-classroom Program</b>
Day of Event – Name of Primary Contact
Title/Position
Primary Contact School Email Address
Primary Contact Phone Number
Program or Subject Requested
How much time will the ranger have to conduct the program?

Grade	Number of Students	Number of Chaperones
Preferred Date of Program	Preferred Program Start Time	Alternative Date(s)

Disclaimer: A park representative will follow-up to confirm group details once this request has been received and reviewed.

<b>SECTION 4: Group Details – Virtual/Distance Learning Program</b>
Day of Event – Name of Primary Contact
Title/Position
Primary Contact School Email Address
Primary Contact Phone Number
Program or Subject Requested

Grade	Number of Students
Preferred Date of Program	Alternative Date(s)
Preferred Program Start Time	Time Zone of Classroom

How much time will the ranger have to conduct the program?

## NOTICES

### PRIVACY ACT STATEMENT

**Authority:** Public Law 114 – 289 National Park Service Centennial Act and 54 U.S.C. 100701 Protection, interpretation, and research in System.

**Purpose:** To administer education programs for education audiences including but not limited to school groups, scouting groups, extracurricular groups, and home school groups.

**Routine Uses:** To effectively manage requests for education received by the NPS, the Education Reservation Request Form is used to collect basic education reservation information to facilitate operational aspects of scheduling groups for park education programs, including in-park education programs, ranger in classroom programs, and/or online distance learning programs.

**Disclosure:** Voluntary, however, failure to provide the requested information may impede the ability to grant your education reservation request.

### PAPERWORK REDUCTION ACT STATEMENT

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide park managers and educators the information needed to schedule and conduct education program activities. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned control number 1024-0288

### ESTIMATED BURDEN STATEMENT

Public reporting for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive, Fort Collins, CO 80525. Do not send your completed form to this address.