SCHOOL GROUP RESERVATION REQUEST FORM

School Group requests are accepted by mail or fax *only*. DO NOT RE-FAX! To cancel a tour, call (202) 874-2330 or toll free 1-866-874-2330. The tour must be re-booked if ten or more students are added to the original request.

Name of School: _____ FAX Number: _____
(**Confirmation will be faxed back to this number**)

Mailing Address: _____ E-Mail address: _____

City, State, Zip: _____

Primary Contact Name and Phone Number: _____

Number in Group: Students _____ Chaperones _____ TOTAL NUMBER IN TOUR: _____
(not to exceed 100)

Special Needs: (i.e. wheel chairs, hearing impediments, etc.): _____

School Group Tour Schedule

Monday through Friday, excluding federal holidays and the week between Christmas and New Year's Day

DAILY **Jan – Dec**	**11:00 a.m.**	**11:15 a.m.**	**11:30 a.m.**	**11:45 a.m.**

1st choice

_____ Day of week _____ Date _____ Time

2nd Choice

_____ Day of week _____ Date _____ Time

Tour Scheduler
14th and C. Streets, SW – Room 128-M
Washington, DC 20228
www.moneyfactory.com
PHONE: (202) 874-2330 ●Toll Free: 1 (866) 874-2330 ● FAX #: (202) 874-6331