



# Matter of Trust

Join **Eco-Enthusiasts**  
for **Renewable Resources**

[www.matteroftrust.org](http://www.matteroftrust.org)

**Eco-Center:**  
3338 17th Street  
San Francisco, CA 94110  
**(415) 252-1177**

**Office Headquarters:**  
99 Saint Germain Avenue  
San Francisco, CA 94114  
**(415) 242-6041**

**A 501(c)3 Public Charity: 06-1530091 Est.1998**

[team@matteroftrust.org](mailto:team@matteroftrust.org)

## Matter of Trust Eco-Center Field Trip Contract

Thank you so much for choosing the Matter of Trust Eco-Center! We are very excited to work with you to ensure that this field trip is delightfully memorable, unique and an educational experience for your group!

### Participant Information:

Name of Organization \_\_\_\_\_ Contact Name \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Contact Person 2 Name \_\_\_\_\_ Phone \_\_\_\_\_

Date of Field Trip \_\_\_\_\_ Duration \_\_\_\_\_ Theme \_\_\_\_\_

How did you hear about Matter of Trust? \_\_\_\_\_

Activities: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Estimated Number of participants/students \_\_\_\_\_ Number of Assisting Adults \_\_\_\_\_

Age group \_\_\_\_\_ What cognitive age level do you want for the activities: \_\_\_\_\_

Are you aware of any participants with severe allergies? Yes/No

If yes, what allergies \_\_\_\_\_

This is **NOT** a nut-free zone. \_\_\_\_\_ Initial acknowledgement and agree to notify guests.

I understand that the event may be **photographed** for Matter of Trust Archives; these archives are used to show the public and funding sources what we do. If any participants in the event would not like to be photographed, it is my responsibility to inform Matter of Trust Photography Staff where they are. \_\_\_\_\_ Initial acknowledgement

Are you aware of any physical limitations of your participants? Yes/No

If yes, what types of limitations \_\_\_\_\_

\_\_\_\_\_

**Field Trip Structure:**

All basic field trip structures include:

- One hour of staff-led activities
  - Staff-led activity is chosen in agreement with your organization and Matter of Trust from a suggestion list. All materials for these are covered. We are also happy to discuss tailoring fieldtrips to topics in your curriculum when possible. (Clean waves, green jobs, recycling, composting, urban gardens...)
  - Depending upon the age group there is time for 1-3 activities.
- Field trips longer than 1.5 hours can be arranged for older groups and will include breaks for snacks or lunch that is mainly facilitated by the school staff or group leaders.
- We work hard to avoid a lecture-style field trip; the activities are hands-on and engaging.

**Suggested Themes –** Attached find our Themes List

We would love to work with you to create your ideal field trip so a personal meeting or phone call is a great time to figure out how best to customize.

**Food**

We do not provide food as part of our package; however, we do have a recommendation list of caterers, pizza places that deliver, and other restaurants we have worked with in the past. To be more green, we can help you pre order and serve your food on eco-friendly tableware as well.

**Time Specifics**

This agreement guarantees you exclusive use of the Eco-Center Hall for the allotted hours. The gift shop is still open to the public from 12 – 5 PM. As we often have multiple events scheduled, we do ask that you limit your use of the space to the agreed times. Staff only has a 30-minute clean-up window. You are more than welcome to pass more time in the gift shop or take your guests to Kidz Park on Hoff St. while staff gets ready for the next scheduled event.

**Fees/Payment:**

All our field trips are free. We do ask, however, that you submit a Security Deposit to reserve the time and space of the Eco-Center. The deposit will cover the cost of any destroyed property at the Eco-Center during your event if that occurs. Additionally, if you DO NOT show up for the event or do not give us at least 24-hour notice for cancellation, that deposit will be kept to cover the expenses of materials and staff. Your Security Deposit will be reimbursed after the event and premises inspection. We are always very grateful to those who consider donating the Security Deposit after the event.

Deposits can be made online at [www.store.matteroftrust.org](http://www.store.matteroftrust.org) under Rentals by calling (415) 242-6041 and leaving credit card information, or by bringing a check, credit card, or cash to our:

**Matter of Trust Eco-Center**  
3338 17th Street  
San Francisco, CA 94110

Checks can also be mailed to:

**Matter of Trust  
Office Headquarters**  
99 Saint Germain Ave  
San Francisco, CA 94114

Security Deposit: \$60.00

Paid with  Credit/Debit  Check  Cash  
Date Paid  /  /

Donation: \$60  \$100  \$ other   
Paid with  Credit/Debit  Check  Cash  
Date Paid  /  /

I/we \_\_\_\_\_ have read the MofT Event Contract and discussed my event, themes and expectations with the Matter of Trust Staff. All the information written above is correct and complete. The Event host is expected to have any necessary **Emergency Information** for thier party.

_____	_____	_____
Printed Name of Event host	Signature	Date
_____	_____	_____
Printed Name of Assisting host	Signature	Date
_____	_____	_____
Matter of Trust Staff Member	Signature	Date