



Eco-Industrial Hub:
1566 Howard Street
San Francisco, CA 94103
(415) 252-1177

Eco-Model Home:
728 Cole Street
San Francisco, CA 94117
(415) 242-6041

Office Headquarters:
MatterOfTrust.org
99 Saint Germain Ave
San Francisco, CA 94114

matteroftrust.org

team@matteroftrust.org

Matter of Trust Eco-Hub/Home Field Trip Contract

Thank you so much for choosing Matter of Trust! 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 Person 1 Name _____

Email _____

Phone Number _____

Contact Person 2 Name _____

Email _____

Phone Number _____

Date of Field Trip _____

Duration _____

Theme _____

Location chosen Eco Hub in Soma _____ Eco Home in Cole Valley _____

Start Time/Time of Arrival (approximate window with ½ hour is ok) _____

Ending Time of Field Trip/Departure Time _____

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 the 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 – 90 minutes.
- Field trips longer than 2.5 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.

Time Specifics

This agreement guarantees you exclusive use of the Eco-Hub or Eco Home for the allotted hours. 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 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-Hub/Eco-Home. The deposit will cover the cost of any destroyed

property at the Eco-Hub/Eco-Home 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 :

- directly on our website : <https://matteroftrust.org/donate> then go to > Money>Eco home-Eco Hub> **add a comment to specify : date of the field trip and Name of the school**
- By sending us a check to

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Security Deposit/Optional Donation: \$100

Paid with [WEBSITE](#) Check
Date Paid / /

Additional Donation: \$100 \$ other

Paid with [WEBSITE](#) Check
Date Paid / /

I/we _____ have read the MoT 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 their party.

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