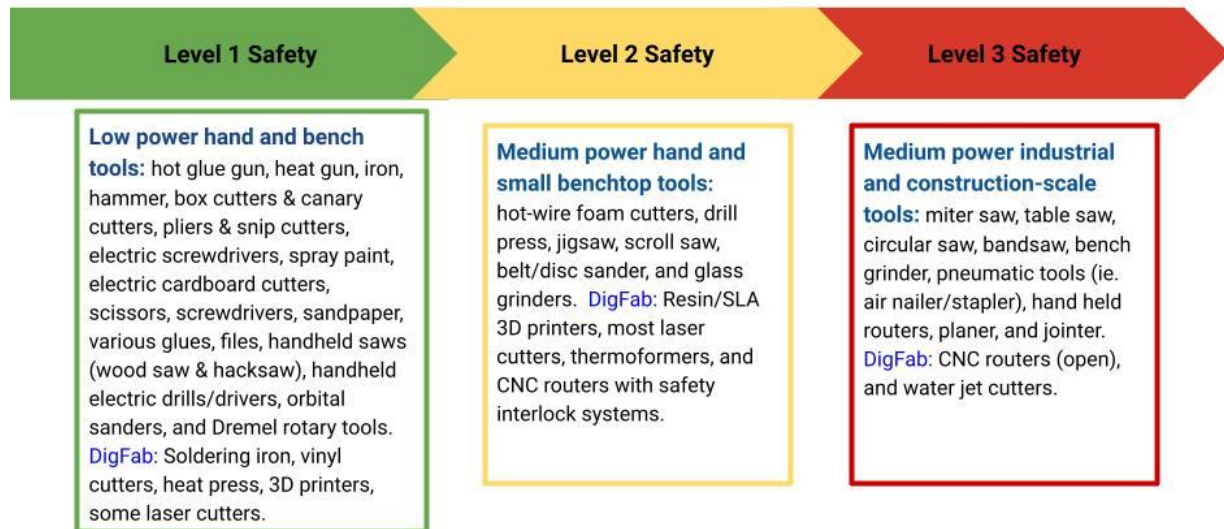


GCDI Field trip / Workshop Information

1. GCDI business hours are 9:30-4:30, Monday- Friday following the Hamilton County School year calendar. Use outside this timeframe may result in additional fees.
2. A maximum of 50 students may be scheduled in the GCDI at a time.
3. Activities may be scheduled for a minimum of a half day (3 hours) and up to a full day (6 hours).
4. Groups are responsible for their own lunch and must make arrangements with GCDI staff or Chattanooga State Community College for use of facilities in which to eat.
5. All participants must be under the direct supervision of GCDI staff when using any tools/equipment.
6. All students and chaperones should be familiar with all safety requirements and procedures.
7. Safety Resources and quizzes can be found here <https://fablabgcdi.wordpress.com/lab-safety-resources/>
8. The General Safety quiz is required to use any machine or tool in the lab, and then additional quizzes are required for further use. *Elementary-age students may prepare in alternate ways, contact the GCDI staff for information.

Tool Safety



9. Specific age-appropriate workshops are available for every group. You can also plan with a GCDI staff member to tailor your group's experiences to specific needs and problem-based units that connect to your content. These details will be determined during scheduling.

GCDI Field trip / Workshop Application

Applicant Information:

1. Name of Applicant Company/Group: _____
2. Contact Person: _____ Phone Number: _____
3. Number of students/participants _____ Number of Chaperones _____
4. It is the applicant's responsibility to make sure that all participants and guests follow all safety rules and wear the proper PPE when in the lab.
5. What date & times are you requesting access to the GCDI?
6. What specific activities are you interested in scheduling?

7. What specific tools/machines are you interested in scheduling?

Applicant's Acknowledgement:

I have read and understand the requirements for the GCDI _____

This section is only required for schools/groups outside Hamilton County Schools or Chattanooga State Community College

- There will be an activity fee of \$20.00 per participant. These fees can be paid online at https://bit.ly/GCDI_activity_fee or by check made out to STEM School (put GCDI activity in the memo line). These fees are due before the scheduled event.
- A copy of the school's insurance policy must be sent via email before the scheduled event to be filed with HCS Risk Management along with this agreement. If the group is not a school or company, a copy of each individual's general liability insurance must be obtained.

Approved:

Name _____ Signature _____ Date _____

GCDI Office Use Only:

Approved:

Name _____ Signature _____ Date _____

Sent to poland_randy@hcde.org