

State of California Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

**SCHOOL GROUP RESERVATION**  
**Los Encinos State Historic Park**

**Date of Visit:** \_\_\_\_\_ **School:** \_\_\_\_\_  
**Time of Visit:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Age/Grade of Students:** \_\_\_\_\_  
**No. of Students:** \_\_\_\_\_ **No. of Adults:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_  
**Person Making Reservation:** \_\_\_\_\_ **Phone (school):** \_\_\_\_\_  
**Arrive by (circle one):**     **auto**     **bus**     **Phone (cell):** \_\_\_\_\_  
**Emergency cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**RESERVATIONS** are offered for K-12 school groups and must be made at least 14 days in advance of the proposed date of your visit to allow for preparation and scheduling by park personnel. The principal of the school which the students attend must sign the request. The Department reserves the right to combine tours when necessary. School groups shall be accompanied by enough school appointed teachers and adult chaperones to maintain a 1:7 ratio of adults to students, and they shall accompany and be active participants with the students while on the tour. The park is a protected historical landmark, and visitors must follow the rules and regulations at all times while at the park.

**PARKING:** To off-load, buses should pull in front of the entrance to the park along Moorpark Street, parallel to the street, blocking the park entrance. Because the bus will be blocking the street, students must prepare to enter and exit the bus quickly. Do NOT drive into the park. There is no long-term parking on Moorpark Street. Your guide will be there to meet you.

**PAYMENT:** There is no fee for school programs. Donations of \$1 per student are appreciated. No school will be turned away for lack of funds. All donations go to our cooperating association, the Los Encinos Docents Association, which supports educational programs and activities.

**CANCELLATIONS:** Please call or email the park (818.784.4849 or [LosEncinos@parks.ca.gov](mailto:LosEncinos@parks.ca.gov)) and leave a message for the School Program Coordinator or Ranger if you need to cancel. Poor weather does not necessarily cancel programs.

**CERTIFICATION**

*The above described visit is an official school field trip and will be under the supervision of school personnel.*

Signed \_\_\_\_\_  
*Principal of School*

**Type of program:**  
\_\_\_\_ Rancho El Encino through Time  
\_\_\_\_ Other \_\_\_\_\_

**Yes, I am the teacher and have read through the attached School Group Reservation Information and Guidelines (initial):** \_\_\_\_\_

**Any specific topics you wish to have covered?** \_\_\_\_\_

**Any special needs?** \_\_\_\_\_