



FRIENDS <sup>OF</sup>  
ISSAQUAH  
S A L M O N  
HATCHERY

## **Friends of Issaquah Salmon Hatchery**

### **School Field Trip Terms and Conditions**

**Last Updated: June 6th, 2024**

#### **Pricing and Payment Policy**

A School Field Trip is \$5.00 USD per student plus a 3.5% processing fee. Teachers and adult chaperones are not included in the price. After completing School Field Trip registration, a PayPal invoice is emailed to the Payment Contact provided. Payment is due on the day of the School Field Trip. Payment may be completed electronically via PayPal or manually via check, money order, or cash. For mail-in checks and money orders, our address is:

*Friends of the Issaquah Salmon Hatchery  
125 West Sunset Way  
Issaquah, WA 98027*

#### **Changes and Cancellation Policy**

The Friends of the Issaquah Salmon Hatchery is committed to fulfilling all School Field Trips that are booked. A School Field Trip may need to be changed or cancelled by the Friends of the Issaquah Salmon Hatchery due to unforeseen events such as natural disasters. If a change or cancellation is necessary, the Friends of the Issaquah Salmon Hatchery will contact the School Group Leader. If a School Field Trip cannot be rescheduled within that calendar year, the School Group will receive a full refund.

The Friends of the Issaquah Salmon Hatchery understand that circumstances change, and a School Group may need to change or cancel a School Field Trip. To provide flexibility and respect the time of both volunteers and other School Groups, following is our policy regarding changes or cancellations by a School Group:

- Changes or cancellations two weeks or more prior to a scheduled School Field Trip date are at no additional cost and the School Group will receive a full refund within two weeks if cancelled.
- Changes within two weeks of a School Field Trip scheduled date are at no additional cost, however, there is no guarantee that changes can be accommodated so the School Field Trip may be cancelled and is not eligible for a refund.
- Cancellations within two weeks of the scheduled School Field Trip date or if the School Group is a no-show on the day of the School Field Trip are not eligible for a refund.



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For any changes or cancellations, contact us at:

Email: [education@issaquahfish.org](mailto:education@issaquahfish.org)

Phone: 425-392-1118

### **Safety and Personal Conduct Policy**

The Issaquah Salmon Hatchery is a working Washington Department of Fish and Wildlife facility with live animals that is open to the public from dawn to dusk. At any given time, there may be vehicles or heavy machinery in operation. Hazardous chemicals are also safely stored and used on-site according to state policy for hatchery operations. There are also large amounts of visitors in the fall when adult salmon return. To ensure the safety and well-being of all interested parties, School Groups must abide by the following:

- Be safe. Safe behavior includes being aware of surroundings and staying as a group with a teacher or adult chaperone, and Friends of the Issaquah Salmon Hatchery Tour Guide. Unsafe behavior includes endangerment of other people or animals, interfering with hatchery operations, accessing restricted areas marked “Employee Only” without permission, and climbing on or tampering with hatchery equipment, facilities, or systems. For safety reasons, there must be a minimum of one adult chaperone or teacher for every ten students. Bringing additional adult chaperones for younger students or students needing additional support is encouraged.
- Be appropriate. Appropriate behavior includes respecting Friends of the Issaquah Salmon Hatchery Tour Guides and other visitors. Inappropriate behavior includes disrupting other visitors, theft, vandalism, throwing items or food into water, and littering. The use of alcohol, smoking, and vaping is not permitted on School Field Trips.

The School Group Leader and School are responsible for the safety and behavior of all School Group participants. If a participant is demonstrating unsafe, inappropriate, or irresponsible behavior, the participant and possibly the School Group will be asked to leave immediately.

### **Photo and Video Policy**

School Group participants are welcome to take photos and videos for personal or educational use while at the Issaquah Salmon Hatchery. As the facility is open to the public, School Group participants must be aware that photography, videography and surveillance may be happening. At times, the Friends of the Issaquah Salmon Hatchery captures photos and videos for education and communication purposes. If a School Group would prefer no photo or video, the School Group Leader may inform a Friends of the Issaquah Salmon Hatchery Tour Guide at the beginning, or any School Group participant may request during the School Field Trip.