

**Playcard Environmental Education Center  
Use of Facility**

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Date: \_\_\_\_\_

School Name: \_\_\_\_\_

All Teacher Name (s): \_\_\_\_\_

Grade Level: \_\_\_\_\_ Requested Date of Use: \_\_\_\_\_

Activity Begins: \_\_\_\_\_ A.M. or P.M. Activity Ends: \_\_\_\_\_ A.M. or P.M.

# of Students: \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

# of Chaperones: \_\_\_\_\_ (day @ \$0 or overnight camp @ \$15) = \$ \_\_\_\_\_

No charge for day trip chaperones. \$15 each for overnight chaperones.

Account Number to be charged: \_\_\_\_\_

Playcard facility use fees are (no credit card transactions are allowed.):

- **\$3 per child for a day trip (\$35 minimum)** [No charge for chaperones or teachers]
- **\$15 per person for overnight camp (\$300 minimum)** [No charge for teachers. Chaperones and campers are charged \$15 each.]

**Horry County Schools teachers**, please bring a **copy of this completed form and your completed journal entry transfer from your school's bookkeeper** and turn in to Playcard staff upon arrival.

**Out-side organizations**, Please complete this form, attach **payment payable to "Horry County Schools."** and turn in to Playcard staff upon arrival.

\_\_\_\_\_  
Printed Name of Authorized Person

\_\_\_\_\_  
Signature of Authorized Person

**\*\*\*\*STAFF USE ONLY\*\*\*\***

Account # Credited: **7651.000.001790.0180.9999** Amount: \$ \_\_\_\_\_

Additional Revenue: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Adjustment Voucher Date: \_\_\_\_\_

DAY: Fee to Playcard @ \$3 = \_\_\_\_\_ PO#: \_\_\_\_\_

NIGHT: Fee to Playcard @ \$15 = \_\_\_\_\_ PO#: \_\_\_\_\_

NIGHT: Instructor/Consultant: \_\_\_\_\_

Expenditure Account #: \_\_\_\_\_