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Frequently Asked Questions - General

Can you provide housing?

Yes! We have 4 dorm-style apartments at our facility. Each apartment has a kitchen, bathroom, and balcony. We have 3 apartments with bunk beds for 12, and 1 apartment that sleeps 10 (handicap accessible)

- **Apartment option A(sleeps 12): \$360/night**
- **Apartment option B* (sleeps 10): \$300/night**
*handicap accessible

All groups scheduled through education are booked as private rooms, regardless of the number of participants, and no other guests will be booked in those rooms. By booking through education you receive a discounted room rate of \$360/room/night (*or \$300/room for a 10 person room).

Guests under 18 years of age must be separated by gender, and a minimum of 1 male and 1 female chaperone is required for groups with both genders.

Can Mote provide food?

Food cannot provide food to your group. Each apartment is equipped with a full kitchen including stove, oven, microwave, sink, and refrigerator for your use. There is a grocery store, Winn-Dixie on Big Pine Key, within 15 minutes drive from the lab. Additionally, in your Welcome Packet and in your rooms you will be provided a list of dining options in the area.

What types of programs do you offer?

For program options and descriptions (including starting prices), please view this [link](#).

Can I choose which activities we want within the program packages?

Pre-determined multi-day program schedules cannot be changed, however you can book any of the activities you see on the multi-day schedules as a single-day program. If booking any of the following programs individually, limit one activity per day.

Does it matter what time we arrive to check in?

Our facility is open Monday-Friday, 8 am to 5 pm. It is best to try to plan your arrival between those times. Check in for groups is at 2 pm. If you arrive after you will still have access to your rooms, but your orientation and education programs will begin the following day. Please notify your educator prior to your arrival to receive your lockbox key code if you plan on arriving after 5 pm.

Do we need our own transportation?

Yes. Mote cannot provide transportation for you. If you plan to leave the facility or your program includes a boat charter you will need to have your own vehicle to transport students.

Where are you located?

Mote's Elizabeth Moore International Center for Coral Reef Research and Restoration is located on Summerland Key, FL. About 25 minutes from Key West and 3 hours from Miami. To view on Google Maps, click [here](#).

Where is the closest airport to fly into?

Key West International Airport is the closest airport to our facility. However, flights are typically more expensive and rental cars less available. Most of our groups choose to fly into Miami or Fort Lauderdale.

What do students need to bring?

For a complete packing list, click [here](#). This packing list is a suggestion. Depending on your program, some items included on this list may not be required for your visit.

Are there any waivers/forms to fill out prior to arrival?

Yes. Please fill out the following waivers and send to keyseducation@mote.org at least 7 days prior to your arrival.

Every student and participant needs to sign:

1. [IC2R3 Liability Waiver](#)
2. [General Release Form](#)
3. If diving/snorkeling: [Captain Hooks Waiver](#)

All participants under the age of 18 will need waivers to be signed by their parents. Students without completed waivers will not be able to participate in scheduled activities.

Frequently Asked Questions about Booking Programs

What is the cost of my program?

The cost of our programs can vary greatly depending on the duration of your stay, how many students and chaperones you have, if you require accommodations, etc. To receive an estimated cost of your program, please fill out the [reservation request form](#). Once completed, your Mote coordinator can provide you with a program quote.

How do I book a program?

When you are ready to book, you will receive a confirmation document that must be signed by the group contact. Once we receive a signed confirmation, an invoice will be prepared for your program. A 20% deposit is required to reserve your program and housing. The deposit will be due 14 days after you receive the invoice.

Can we change the number of students or chaperones after booking?

The number of participants can be changed up to 60 days prior to the program start date. After 60 days, numbers are confirmed per your invoice and confirmation agreement.

What if we need to cancel our trip?

If you cancel your reservation within 14 days of booking your visit and before paying your deposit, there will be no penalty.

If you cancel your reservation 15 days or more after booking your visit, you will forfeit your 20% non-refundable deposit.

If you cancel less than 30 days before your scheduled visit, no refund will be issued.

Mote reserves the right to cancel or modify any program or schedule. Modification of a program schedule by Mote does not constitute grounds for a refund.

What if an activity gets cancelled due to bad weather?

In the event of inclement weather, your field experience may be cancelled. Whenever possible, Mote will schedule an alternative indoor excursion.

Frequently Asked Questions about Payments

When is my deposit due?

A 20% deposit is due 2 weeks after you receive the invoice. Your deposit is required to confirm your booking.

Can I send a purchase order in lieu of a deposit?

Purchase orders are accepted in lieu of a 20% deposit. A fully executed PO is due within 14 days after receiving your invoice.

When is my final payment due?

Please mail check for final payment so Mote receives it 7 days prior to visit. Notate invoice number on the check.

Purchase orders are accepted.

If final payment is not made by the deadline, your reservation is subject to cancellation and you will forfeit your deposit.

How do I pay for my program?

Final payment must be made via check or money orders. When making payment, please include your invoice number on your check and make payable & mail to: Mote Marine Laboratory, 1600 Ken Thompson Parkway, Sarasota, FL 34236, ATTN: Lauren Markham

Can students or chaperones pay separately?

Any additional persons/chaperones have to be included on the invoice, however they can be a separate line form OR a separate invoice if that's needed. The school/group is responsible for collecting those fees and either submitting those checks with theirs and/or collecting payment and then including that in their check.

For any additional questions about payments, please contact educate@mote.org or 941-388-4441 ext. 348

For any additional questions about education programming, please email keyseducation@mote.org