



# Field Trip Reservation Form

115 Lakeshore Drive, Michigan City, IN 46360  
Phone (219) 873-1510

Approved by the Michigan City Park Board 11/01/23

**Please submit this form at least 2 weeks prior to your zoo visit.** *Institutions qualifying for field trip rates are accredited schools, preschools, year-round licensed daycares, head starts, and organized homeschool co-ops.*

**Zoo Staff Use Only**

Confirmation No. \_\_\_\_\_

Notes:

Today's Date \_\_\_\_\_ Name of School \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

School Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

**Number of Buses or Cars:** \_\_\_\_\_ Please make sure to pull into the parking lot to load and unload buses. Let your bus drivers know, **DO NOT UNLOAD IN FRONT OF THE ZOO ENTRANCE.** There is a separate Park Department seasonal parking fee schedule. Non-stickered and out-of-town parking fee with a reservation is \$8 bus and \$4 car, without a reservation, the fee is \$30 bus and \$15 car. This will be paid for at the parking gate separate from the zoo admission office. Cash or credit card. Give them your group name for reduced rates. **Leaving this line blank may mean you will not have the discounted scheduled in your reservation.**

Requested Day/Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Grade(s) \_\_\_\_\_

Zoo field trip hours are 9:30 am until 3:00 pm, with the last admission being sold at 2:00 pm. The zoo opens at 10:00 am so be prepared to wait in line if you choose an entrance time between 10:00 am and 10:30 am.

Please use the table below to indicate the approximate number of tickets and cost for your trip. Use separate forms for separate dates or multiple visits. If you cancel or change your visit details for any reason, including inclement weather, please call or email us to reschedule. **There is NO outside food or coolers allowed in the zoo and the zoo does not have the space to hold your items so please plan accordingly.**

APPROXIMATE			
TICKET	COUNT	COST	TOTAL
Student		\$6.00 = \$	
Age 2 and under		free =	\$0.00
Adult (1 per 10 students)		\$6.00 = \$	
Disabled Student/Client		free =	\$0.00
<b>Total admission payment</b>			<b>\$ _____</b>

- Admission Policies**
- Please pay all admission fees at the admission window in one lump sum the day of your visit*
  - Teachers and bus drivers must be included in ticket count*
  - Guests not included in your group order can purchase tickets for \$10 on the day of your trip*

## What's Next?



Once we have received your reservation, we will email or fax you a confirmation code in the top box of this form. If you do not receive a response in 5 days, please contact us to make sure the forms were received. If you have any questions or need to adjust any part of your reservation, email [zooreservations@emichigancity.com](mailto:zooreservations@emichigancity.com) or call us at: (219) 873-1510.

## Entrance

One representative should present the total number of students and adults in your group with payment while others wait across the street. ONE single transaction is required, and exact payment is appreciated and will expedite your entry to the Zoo. To ensure that we do not have overcrowding you will have a 30-minute window to check in after the time of your reservation. Please know how many children vs adults are in your group so that we can get the wristbands sorted correctly. All paid visitors will need to have a wristband to enter the zoo.

If anyone in your group is using a Zoo Membership, the admissions staff will need to see membership cards and photo identification at the entrance. If a student is using the family's membership without the primary member in attendance, we recommend that you copy the card along with the primary card holder's identification and submit a copy with your payment.

**No outside food or coolers may be brought into the Zoo, but there are shelters and tables across the street from the Zoo in the park. The Zoo can not store your lunch bags or supplies at the office, so please plan accordingly.**

Groups must have 1 chaperone per 10 students at all times.

**Due to scheduled reservation times, safety, and the increased number of Zoo visitors, we cannot permit re-entries for large groups, so please plan your day with that in mind.**

## Rules and Policies

Rules must be shared with the students and all chaperones. Anyone failing to follow the rules may be asked to leave the Zoo.

## Notes

The WPZoo strives to have all of our animals on exhibit while the Zoo is open, but this is not always possible. At the beginning of the season, some animals may still be in winter holding until the temperatures increase. During the summer months, extremely high temperatures will warrant a heat advisory, and animals will be given access to their indoor buildings. If there is inclement weather, please plan accordingly. The Zoo does not issue rainchecks or refunds. Please call the Zoo at 219.873.1510 if you must cancel your field trip due to inclement weather.

## Registering Your Field Trip

- Download a registration form and email completed form – Both sides and all sections are required to be completed.
- After receiving your registration, the Zoo will send you confirmation.
- On the day of your field trip, bring the confirmation form with you to receive the discounted rates.
- You can pay for your Zoo Field Trip using cash, check, Visa, or Mastercard on the day of your visit.

Parking is a separate department from the zoo and will be paid as you enter the parking lot and not at the zoo gate.

**PLEASE READ AND SIGN:** As a group leader, I accept responsibility for the behavior and actions of the members of my group during their Zoo visit. I realize this is important to ensure the well-being of both the animals and visitors of the WPZoo. I understand that one chaperone or teacher must remain with each group of 10 students, regardless of their age level. All attached rules must be read and shared with all adults attending the trip.

Signature: \_\_\_\_\_ Cell or Evening Phone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



# Zoo Manners

A message from the animals to you!

## Welcome to our Smoke-Free Environment.

If you wish to smoke please go to the front entrance of the zoo and then you may re-enter when you are done.

## Remember, We Are Wild Animals.

Please stay behind the guardrails and on visitor pathways.

Please do not reach into our habitats.

Do not tease or harass the animals.

Please do not climb on statues or walls.

## Please Don't Feed Us.

We have very special diets. Please do not throw food or objects into our habitats.

The things you throw could be harmful or even fatal to us.

## Speak Softly.

Loud noises may startle us. Please speak softly and do not run in the zoo.

Also, please do not tap on the glass windows at our homes.

## Please Don't Chase Us.

The zoo has some free-range animals. Please do not chase them.

Treat them with the same respect you show to the Zoo's other animals.

## Other Zoo Rules:

- No outside food allowed in the zoo- please leave in vehicles
- No balls or balloons of any kind
- Scooters, bicycles or skateboards are not allowed
- No Laser pointers
- Do not load/unload buses in the road. Please pull into the parking lot to do this

