



OUTREACH PROGRAM REGISTRATION REQUEST AND AGREEMENT

Please fill out the following form to request a Zoo to You Outreach program at your facility at least three weeks prior to your requested program date. Forms can be submitted by the following methods:

Fax (219) 873-1539

Emailed jhuss@emichigancity.com

Mailed to Washington Park Zoo, 115 Lake Shore Drive, Michigan City, IN 46360

Reservations are only available: March through October between the hours of 9 a.m. and 3 p.m.

TODAY'S DATE _____

CONFIRMATION OF YOUR RESERVATION

Your program is not confirmed until you receive a confirmation letter. If you have not received confirmation within one week of submitting your request, please contact the zoo 219.873.1510.

How do you prefer to receive your confirmation? Email Mail Fax

SCHOOL/ORGANIZATION INFORMATION

Group Type School Business Non-Profit Other _____

School/Organization Name _____

Organization Phone: (_____) _____ Fax Number (_____) _____

Program Location Address _____

City _____, Indiana Zip _____ County _____

Contact Name _____ Contact Phone _____

Contact Email _____

of Youth (ages 0 -11 yrs) _____ # of Adults (ages 12+ yrs) _____ Grade Level of Students _____

Requested program location: Indoor Outdoor (tent/shelter must be provided)

If an outdoor location is chosen, we reserve the right to cancel the program at any time due to temperatures or inclement weather that poses a health risk to our animals. If you choose an outdoor location, we suggest you provide an alternate indoor area.

Please provide an 8' long banquet table for us to use for the program. We can provide a table for the program. Yes No

DATE & TIME REQUESTED

1st Date Choice _____ 2nd Date Choice _____

Program Start Time _____ to _____ (see additional time information below)

Outreach Programs and Fees

___ Classroom Presentation (10 to 40 people) ___ Assembly Presentation (41 to 200 people)

___ Booth/Stationary Display

- Preschool Zoo-to-You and Therapy Living Center Outreach Programs: Introduce your preschoolers to the world of animals with a 30-minute Zoo-to-You Outreach Program. Your students will meet 3 animals and learn about the topic of your choice.
 - Classroom Pricing: 0-20 miles = \$75; 21-40 miles = \$90; 41-60 miles = \$130; Additional classroom programs = \$40 each;
- School Zoo-to-You and Club Outreach Programs: Compliment your lessons with a Zoo-to-You Outreach program. During these 45-minute presentations your group will meet 3-4 animals and learn about the topic of your choice.
 - Classroom Pricing: 0-20 miles = \$80; 21-40 miles = \$100; 41-60 miles = \$140; Additional classroom programs = \$50 each
 - Assembly Pricing: 0-20 miles = \$160; 21-40 miles = \$200; 41-60 miles = \$280
- Booth Presentations: One-hour interactive table setup with Zoo biofacts, game/handouts, and a video slide show on based on requested topic if possible, zookeeping careers, or the Washington Park Zoo. Possibly one or two animals will accompany the staffer. Access to electric service is requested for the slide show video.
 - Cost: 0-20 miles = \$75; 21-40 miles = \$100; Additional 30-minute program = \$35

PROGRAM TOPICS

We may be able to modify the program themes, but animal ambassadors may vary due to weather, topic and group size.

Do you have a preferred topic or request? _____

___ Kinderzoo (Grades Pre-K through Kindergarten; ages 2 - 6) - What makes animals different from each other? Students will be introduced to different animal groups and will learn one distinguishing feature of each group. Introduce your preschoolers to the world of animals with a 30-minute program. Your students will meet 4-5 very touchable animals and learn about where they live, what they eat and why they look like they do.

___ Wild about Animals! - Students will be introduced to different animal groups and will learn one distinguishing feature of each group. They will explore artifacts for each group and meet and touch five to six representatives of the following animal groups: amphibians, reptiles, birds, mammals.

___ Jeepers Creepers - Why are insects, spiders, snakes, and amphibians considered “creepy?” This program introduces the physical characteristics and adaptations of these animal groups with help from some of the “creepies” themselves!

___ Tropical Rainforest Expedition - Join your guide on a trip to the tropical rainforest, the home to more than half of the world’s plant and animal species. Students will discover where rainforests are located, the biodiversity they hold and why they are an important resource.

___ Vanishing Species - Why do some animals seem to be vanishing from Earth? Discover the reasons why animals are becoming endangered or extinct and how people can influence the future of these animal species. Conservation education.

___ Zoo Careers - Operating a zoo provides many job opportunities. Who cares for the animals? How does the zoo get funding? A Zoo educator will come and speak about career opportunities in zoos and the training required for these professions. PowerPoint set-up access is helpful for this presentation.

REGISTRATION INFORMATION

___ One program within 20 miles of the Washington Park Zoo

___ One program within 40 miles of the Washington Park Zoo

___ One program within 50 miles of the Washington Park Zoo

___ Second consecutive program (must be immediately following first for the discount to apply)

Total program fee \$_____

PAYMENT INFORMATION

Payments are due before the start of the scheduled program unless arrangements have been made in advance with the Zoo office.

What payment method will you use to pay for your program?

Check Money Order Cash

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the extent not prohibited by law, the undersigned applicant for itself and all those claiming by, through or under the undersigned applicant, hereby releases, indemnifies, protects, defends and holds harmless the City of Michigan City, Indiana, the Michigan City Parks and Recreation Department, the Washington Park Zoo and their respective directors, officers, agents, elected and appointed officials and employees (“Indemnified parties”) from and against any and all losses, damages, liabilities, causes of action, claims, liens, judgments, costs and expenses (including, without limitation, reasonable attorneys’ fees) (“Claims”) in connection with injuries to any persons or damage to or theft or misappropriation or loss of property whether or not involving a third party claim, which arise out of or relate to the Zoo-to-You Outreach Program in each case whether or not caused by the negligence of the Indemnified Parties and whether or not the relevant Claims have merit.

Signature_____

Date_____

Printed Name_____

Title_____

Outreach Program Policies

1. The Washington Park Zoo does not offer “petting zoo” type displays. All of our outreach programs must have an educational purpose.

2. Program Location: Outdoor venues are not ideal, and will restrict what, if any, animals can be brought based on weather and conditions. Amplified music, bands, construction noise, and loud voices or many voices at once can be problematic for the animals, and such activities should not take place in the same room or nearby. To ensure the health and safety of our animals, we reserve the right to cancel the programs due to extreme temperatures, surroundings or weather. Most of our animals can only tolerate temperatures between 65 and 85 degrees Fahrenheit.

We do not present programs at private residences or stationed in rooms or venues with other animals present, with the exception of trained service dogs.

3. Group size: Our minimum group size is 10, with a maximum group size of 40 (children and adults) for classroom programs. Larger groups may schedule an assembly program, but these programs have very limited animal interaction after the program due to the larger group size. Our programs are designed to be an enjoyable, interactive learning experience. If the outreach instructor(s) arrive at your location and the number of participants exceeds the number booked and the instructor feels that the program cannot be safely or effectively delivered, he or she may return to the Zoo without presenting the program. No refunds will be issued, so please be sure to state on the form your group size in order for us to plan the correct animals and presenters for your program request.

4. Participants, Safety, and Live Animals: For groups of 10-40, audience participants can touch select animals. For groups larger than 40 participants, we can bring animals for observation, but not all will be available for up-close encounters. Outreach Instructors must adhere to specific animal handling policies and guidelines to ensure the safety and well-being of the animals. If at any point, an instructor feels the safety or well-being of any animal is in jeopardy, he or she can declare “no animal touching” regardless of group size. For health and safety reasons, the minimum age for preschool programs is 2 years of age.

The Washington Park Zoo adheres to the Association of Zoo and Aquariums Animal Contact policy, which recognizes that there is some risk of disease transmission any time humans and animals come in contact. As an institution, we do our best to minimize those risks through preventative exams and vaccines, responsible hand washing, and excellent animal management and care. During the education programs, hand sanitizer will be provided after contact with animals.

5. Supervision: A minimum of two adult chaperone per group of 40 is recommended for all youth programs. Adult supervisor(s) must remain with the students throughout the program(s). Outreach staff may ask chaperones to assist with classroom management, to aid in program activities, and/or to help students with proper animal touching/hand sanitizing.

6. Program schedules: When you receive your invoice, please check all dates and times to ensure accuracy. If there is a conflict, please contact the Zoo immediately. The day of your program(s), the instructor(s) will make every effort to arrive 10-15 minutes early before the program start time, to set up.

The program will begin and end promptly on time, as the animals are limited in how long they may be away from the Zoo. If there is unanticipated traffic and the instructor may be late, he or she will contact you at the phone number provided.

7. Photographs: Photo-taking of the programs is always welcome, provided that it does not interrupt the program experience. We do request that if an official media representative will be in attendance during the program(s) that the individual identifies him or herself to the Outreach Instructor prior to the start of the program. Additionally, the Zoo may take photographs during the program. These photos may be used by the Zoo for both internal and external publications, including on the Zoo website and/or social media channels. If you wish that photos are NOT taken of your program, it is your responsibility to notify the Zoo prior to the program date.

8. Food and beverage: For health and safety, there can be no food or beverages, except for water, present in the area during the program. All guests will be instructed to wash their hands after the touching sessions as good hygiene practice.

9. Extreme weather: Extreme weather conditions including but not limited to: excessive hot or cold temperatures, severe weather, or dangerous driving conditions restrict our ability to transport live animals. In the event that a program must be canceled due to weather, or other circumstances beyond the control of the Zoo, the Zoo will work with you to reschedule the programs or issue a full refund for the program(s).