



# Field Trip Reservation Form

115 Lakeshore Drive,  
Michigan City, IN. 46360

PH: 219.873.1510  
FX: 219.873.1539

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
Order 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 busses. **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 at the parking gate separate from the zoo admission office. Cash or credit card. Give them your group name for reduced rates.

Requested Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Grades(s) \_\_\_\_\_

Rain Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

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. Thank you!

Item :	Aprox. Count	x	Cost	=	Total
Student (3-11 yr)	_____	x	\$5.00	=	_____
Ages 2 and under	_____	x	Free	=	_____
Adult (1 per 10 students)	_____	x	\$6.00	=	_____
Challenged Individual	_____	x	Free	=	_____

### Admissions Policies

*Please pay all admissions fees at the Ticket Booth in **one lump sum on the day of your visit.***

*The Zoo does not bill or accept purchase orders for admissions.*

*\*Guests not included in your group order can purchase tickets for \$8.00 on the day of your trip.*

Total Admission Payment = \_\_\_\_\_

**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 in order to assure 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.

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

## What's Next?



Once we have received your reservation we will email or fax you a confirmation along with useful information for your trip.



If you have any questions or need to adjust any part of your reservation, email us or call us at 219 .873.1510

[jhuss@emichigancity.com](mailto:jhuss@emichigancity.com)

### **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 min window to check in after the time of your reservation.

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 the copy with your payment.

No outside food or coolers may be brought into the Zoo.

Please have 1 chaperone per 10 students when inside the Gift Shop. We appreciate your cooperation.

### **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.

During your field trip at Washington Park Zoo, you are visiting the animals' homes, so please be respectful and follow these rules:

- Stay on all public pathways and do not climb fences.
- There is no smoking or vaping allowed inside the Zoo.
- Balloons, selfie sticks, balls, etc. are not allowed inside the Zoo.
- Please do not run or yell inside the Zoo.
- Students must remain with an adult chaperone at all times.
- Do not tap or bang on exhibit glass as this frightens the animals.
- Do not throw anything into the exhibits. The animals are on strict diets and ingestion of other objects can be harmful.

### **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 fax completed forms to 219.873.1539.
- After receiving your registration, the Zoo will send you a 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 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.