

ZOO KIDS, INC. FIELD TRIP

Return to ZooEducation@louisvilleky.gov



RESERVATION AGREEMENT

Contact Information

Field Trip Date: (Preferred) _____ (Alternate) _____

Arrival Time: _____ Number of Buses: _____ Type of Buses: _____

(Please note that it takes approximately 15 minutes for buses to unload and enter the Zoo — if you have a scheduled program, please do your best to arrive early.)

Teacher or Primary Contact: _____

Name of School: _____

School Address _____ City _____ State _____ Zip _____

Grade level of students _____ Number of Students _____ Number of Chaperones/Teachers _____
(1 free chaperone per 10 children)

Email (required) _____

School Phone _____ Teacher Phone (if different) _____

School Fax _____

Name of Bookkeeper (responsible for payment) _____

Bookkeeper Phone _____ Bookkeeper Email _____

Additional Attendees

Number of Adults _____ Number of Children/Siblings _____

PLEASE NOTE: *Your group must present one (1) single payment for all additional attendees to receive the reduced group rate. Guests who wish to pay individually at the window will be charged the full admission rate. No exceptions can be made.*

Lunch Reservation

Will you be bringing your own lunches? Please be aware that teachers are responsible for their students' lunches. The Zoo cannot provide refrigeration. School groups may eat on any of our grassy areas or at picnic tables. Please refrain from eating or storing your lunches on the Zoo's front plaza as this is a major thoroughfare. If you would like to order lunches from our caterer visit LOUISVILLEZOO.ORG/SCHOOLMENU.

- YES I will bring lunches
- NO I will not bring lunches

In additon to initialing below:

Your Principal / Executive Director MUST SIGN the RESERVATION APPROVAL page for your reservation to be valid.

This confirms that your field trip has been approved by all necessary parties within your school district.

Initials

Date

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Confirmation of Program & Payment

All bookings must be made a minimum of **4 weeks in advance** of the preferred field trip date (listed on your Zoo Kids, Inc. application). For example, if you return your reservation agreement on September 1, the earliest date you can take a field trip is October 1. *If you fail to submit the reservation agreement within the allotted time frame, Zoo Kids, Inc, funding may be reassigned to another group.*

Upon receipt of this paperwork, you will be emailed a confirmation packet from the Education Department including an invoice and pre-visit information. Please read all documents as they contain vital information pertaining to your visit. If you have any questions, please contact the Education Department at zooeducation@louisvilleky.gov or (502) 238-5358.

Any changes in your initial reservation, including your final head count, must be received by the Louisville Zoo a minimum of 2 weeks prior to your scheduled visit. At that time, your registration will be finalized and full payment will be due. If final numbers are not received, and you have not cancelled or rescheduled your program, you will be charged for the total number of students on your initial registration.

Payment must be received either in advance of the trip or on the day of services. Refunds or rain checks will not be available for students who cannot attend, so please do your best to give us an accurate headcount of students, teachers and chaperones.

Checks may be sent to:

**Louisville Zoo Field Trips
PO Box 37250
Louisville KY 40233-7250**

Louisville Zoo memberships are not valid for any group visits.

To ensure the highest quality experience for all our guests, any groups that fail to return this form will be removed from our system and will not be guaranteed a reservation the day of their trip. All unpaid reservations will be cancelled.

Inclement Weather Policy

We understand that it may be necessary to reschedule your visit in case of inclement weather. If your school district cancels classes on the day of your field trip, please contact the Education Department immediately to select a new date. Please note, the Louisville Zoo is open rain or shine, unless weather conditions prove unsafe for visitors, and scheduled field trips continue even in rainy conditions. Please do not ask to reschedule your visit because of an undesirable, weather forecast. We are unable to accommodate these types of requests.

- Failure to cancel your trip or submitting a formal request to reschedule your date may result in your school being invoiced for your original reservation and the loss of future Zoo Kids, Inc. funding.
- Groups that choose to reschedule without re-registering with the Zoo will be charged an admission rate of \$9 per each student and chaperone.

I have read and understand the conditions of field trip participation at the Louisville Zoo as noted in this packet.

Principal / Executive Director's Signature _____ Date _____

Your Principal / Executive Director MUST also INITIAL the RESERVATION REQUEST form!