



## Field Trip Registration Form

Date of Field Trip \_\_\_\_\_

Rain Date (if applicable) \_\_\_\_\_

School/Facility Name \_\_\_\_\_

Teacher Contact \_\_\_\_\_

School Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone (w/ area code) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Estimated Arrival Time \_\_\_\_\_

Estimated Departure Time \_\_\_\_\_

# Students \_\_\_\_\_

# Adults \_\_\_\_\_

# Train Tickets \_\_\_\_\_

# Carousel Tickets \_\_\_\_\_

**Train and Carousel tickets are \$2.00 for K-12 schools (purchased as a group).**

### ***School Groups Only***

Picnic Grove Rental allows your school access to the Picnic Grove for 2 hours.

**Picnic Grove Rental (\$40)**      Yes \_\_\_\_\_      No \_\_\_\_\_

**Preferred time of rental** \_\_\_\_\_

Field Trip Registration Information:

1. Fax completed form to the Potawatomi Zoo at (574) 235-9080.
2. For more information contact Kelsey DePaepe at (574) 235-7620.
3. Upon receipt of your Field Trip Registration Form, the Potawatomi Zoo will fax or email you a confirmation. This form must be brought in on the day of your trip to receive the group rate. **Zoo Members do not count toward the total number of admissions to receive the group rate.**
4. **For chaperones to receive the group rate, payment must be submitted to the teachers. The Zoo will no longer allow additional adults to pay the group rate separately at the entrance.**

# Field Trip Information

## Group Rate:

Must have a group of **20 or more paid admissions (excluding Zoo Members) on weekdays** to receive the group rate. **The group rate is offered on weekends to groups with 30 or more paid admissions.** To receive group rates a registration form must be completed, sent in, and received confirmation.

<b>Teachers/Chaperones</b>	<b>\$6.50</b>
<b>Adults</b>	<b>\$6.50</b>
<b>Students</b>	<b>\$5.50</b>

(Rates are subject to change)

**In order for chaperones to receive the group rate, payment must be submitted to the teachers. The Zoo will no longer allow additional adults to pay the group rate separately at the entrance.**

## Entrance:

One representative should present the total number of students and adults in your group with payment. **(Zoo Members do not count toward the total number to receive the group rate)** Exact payment is appreciated and will expedite your entrance to the Zoo. We accept check, cash, and credit card on the day of your trip. If you have registered for an education program, remember to submit your statement stub with your payment.

If anyone in your group is using a Potawatomi 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.

## Parking:

**Bus parking is no longer available in the main parking lot.** Buses may park in Kid's Kingdom parking lot, on Wall Street, or on Greenlawn Avenue. Students may be unloaded at the Zoo entrance curb, but please be respectful of other buses waiting to unload.

## Food/ Picnic Grove:

No food may be brought into the Zoo.

- If you bring sack lunches, there are picnic tables located outside of the Zoo in Potawatomi Park (across the parking lot). Please prepare to store your own lunches until you plan on eating.
- Congo Café, located on Zoo grounds, offers a variety of food and meal options. You can call (574) 235-5515 for menu information.

*For school groups only:* The Picnic Grove Rental allows your school access to the Picnic Grove for 2 hours. If you are renting the Picnic Grove, you are permitted to bring outside food and store your belongings in the Grove. Please be aware that the Grove is outside, does not lock, and is not exclusive to only one group. The Zoo is not responsible for lost or stolen items. The Zoo's Congo Café is available for catering. The fee for renting the Grove is \$40 for 2 hours.

### **Train/Carousel:**

Tickets for the Potawatomi Zoo Train and Endangered Species Carousel are regularly \$3.00 per person. **For K-12 school groups only**, Train and Carousel tickets will be discounted to \$2 per person. Tickets must be purchased as a group; individual ticket purchases will not receive the discounted price. With a few days' notice, school groups can plan ahead and have train and carousel tickets ready for pick-up and payment ahead of, or on the day of your field trip! Please submit your count on the registration form.

### **Education:**

During your field trip, you may opt to schedule a 30-minute animal program offered by the Education Department. During your program, you will meet and learn about 2-4 different animals. Each program is \$40.00 and is generally limited to 35 people; other arrangements can be made. For more information or to schedule a program, contact the Education Department at (574) 235-7621.

### **Souvenirs:**

The Gift Shop offers a variety of souvenirs for you and your students to remember your day at the zoo. Merchandise prices range from 6¢ and up. Gift bags may be purchased for students and picked up in the Zoo's main office. Please call (574) 235-5615 for more information.

- For safety, the number of students in the Gift Shop may be limited.
- Please have 1 chaperone per 10 students when inside the Gift Shop. We appreciate your cooperation.

### **Rules:**

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

- Stay on all public pathways.
- There is no smoking or vaping allowed inside the zoo.
- Balloons 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 Potawatomi Zoo strives to have all of our animals on exhibit while the Zoo is open, but this not always possible. In 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. There is only one public indoor exhibit building on Zoo grounds; all other exhibits are outdoors. The Congo Café may close during inclement weather. The Zoo does not issue rain checks or refunds. Please call the Zoo at (574) 235-9800 if you must cancel your field trip due to inclement weather.

**Registering Your Field Trip:**

- Download a registration form and fax completed forms to (574) 235-9080.
- After receiving your registration, the Zoo will send you a confirmation.
- On the day of your field trip, bring the bottom portion of the confirmation form with you to receive the group rate. On the confirmation form is a section you can fill out on the day of your field trip with the number of students and adults in your party, which should be given to the Admissions Cashier upon entering the Zoo.
- You can pay for your Potawatomi Zoo Field Trip using cash, check, or credit card.

**Questions? Contact the Potawatomi Zoo Guest Services Manager at (574) 235-7620 or email at [kdepaepe@potawatomizoo.org](mailto:kdepaepe@potawatomizoo.org).**