



# Denver Zoo Outreach COMMUNITY LEADERSHIP PROJECT AGREEMENT

**Please Read!**

## Denver Zoo Outreach presenters will need:

- Ground level or elevator access.
- An unloading and parking area close to the program location, with access for a rolling cart.
- An adult representative during the program.
- Not allowed in room of presentation:
  - Other activities during both setup and presentation
  - Food or drink
  - Other animals

Program Specific Requirements	Tables for zoo led lesson	Open space for large group activity	Tables inside for project day	Space for posters and visuals
Beneficial Bats	-	Y	5+	Y
For the Birds	5	-	5+	Y
Water Warriors	7	-	-	Y

## Other requirements

- A \$50 refundable deposit is required at the teacher meeting. This is not included in the program cost and will be returned once the suitcase is returned to the zoo with all materials included.
- An additional supply cost of \$3 per participant is required for *Beneficial Bats* and *For the Birds*.
- Maximum of 30 participants per program.
- Multiple programs need to take place in the same location.
- Presenter will arrive 15-30 minutes prior to setup and room needs to be vacated in order for set-up to occur.

## General Program Overview

- CLP consists of 2 zoo led programs (one lesson and one project day) and 4-5 teacher led lessons. CLP is a joint venture between the zoo and the teacher so it is imperative that the teacher participates by teaching their required lessons.
- The duration of the zoo led programs is 60 minutes.
- The teacher(s) will receive a loan box with all materials including 3 teacher manuals on the day of the teacher meeting. The teacher(s) will receive an inventory list of all the materials. It is their responsibility to make sure all materials are in the loan box and all are returned to the zoo. If items are missing the teacher will be charged for the missing items.
- The loan box must be returned to Guest Relations at the Denver Zoo no later than 2 weeks after the project day.
- The balance for CLP is due on the project day.

## Cancellation and Reschedule Policy

Cancellations and reschedules made within two weeks of the date of the scheduled program will result in a **50% fee** of the total program costs. Reschedules will be accommodated to the best of our ability. **Red apple scholarship funds do not apply to any cancellation fees.**

The Denver Zoo reserves the right to cancel or reschedule a program at any time.

## Participant Policy

If you have more than the maximum number of participants at your Denver Zoo outreach program you will be charged for an additional program.

## Photographic and Media Waiver

Denver Zoo will often bring a camera to document various projects. Unless otherwise indicated prior to the zoo visiting, we reserve the right to take photographs and use them at our discretion. Please contact us if you have any questions.

**This agreement must be signed by all participants and returned to the Denver Zoo before the program start date. By signing this agreement you agree to abide by all policies listed on this form.**

\_\_\_\_\_  
Administrator's Printed Name

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's Printed Name

\_\_\_\_\_  
Participant's Signature

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Date

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Participant's Printed Name

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Participant's Signature

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Date

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Participant's Printed Name

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

**This form may be mailed or faxed to:  
Denver Zoo Outreach CLP  
2300 Steele St.  
Denver, CO 80205  
Fax: 303-376-4898**

