



Denver Zoo Outreach OUTREACH ASSEMBLY POLICIES

Please Read!

Needed:

- An unloading and parking area close to program location, accessible for a rolling cart.
- An indoor area for presentation (unless previous arrangements have been made).
- Ground level location (or elevator access).
- Same location for multiple programs.
- 2 large tables (8 feet preferred).
- At least 2 adult representatives present during program.

Other requirements:

- 250 maximum participants per program.
- The following is NOT allowed during zoo presentations:
 - Food or drink.
 - Other animals.
 - Other activities during setup or presentation.
- If doing multiple assemblies try and separate kids by ages, younger grades at one and older at the other.
- Presenters will arrive 15-30 minutes prior to scheduled program to unload and setup.
- Due to the nature of live animals, Denver Zoo Outreach cannot guarantee the number & types of animals utilized in any program.
- Assemblies start at reservation time. Please plan accordingly for participants to arrive at presentation location.
- Animals used in this program eat nuts; be aware of allergies

Cancellation and reschedule policy:

Cancellations and reschedules made with in two weeks from 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.

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. You may request adding a program but Denver Zoo's ability to present an additional program is not guaranteed due to the availability of instructors and animals