



Education Program Participation Agreement for Birthday Party Reservations

In consideration of the User's reservation of a Columbian Park Zoo Birthday Party (hereafter "Program"), the User hereby agrees to the following conditions:

1. Participants must obey safety and courtesy guidelines provided by Zoo staff at all times. Failure to follow safety and/or courtesy guidelines may result in early termination of the Program.
2. Participants will be offered the opportunity to touch Animal Ambassadors when it is safe and appropriate. Touching any animal carries with it the risk of contracting disease. According to the CDC, pregnant women, children under 5 years of age and individuals with compromised immune systems may be at increased risk and should take heightened precautions. The Zoo does not screen participants before offering touching opportunities, therefore it is the responsibility of the individual or, in the case of minors, their adult caretaker, to decide if touching will take place. Hand sanitizer will be offered by Zoo staff. It is recommended that this be used, followed by soap and water hand washing after the presentation concludes.
3. The Zoo will not be held responsible for personal injury resulting from participant contact with animals, including animal bites, scratches, etc.
4. The Zoo will not be held responsible for any damage to User's personal property that results from animal excretion, scratching, scent-marking or other activity, whether or not preventable by Zoo staff.
5. An adult chaperone must be present at all times. The adults chaperoning the party are responsible for minor participant whereabouts and behavior before, during and after the program.
6. In the unlikely event that an injury or illness happens during a program, medical attention is the responsibility of the reserving User. The Zoo may require an Incident Report to be completed.
7. Please be prepared to begin your Program at the scheduled start time. Delays may result in shortened or cancelled programming without refund at the sole discretion of Zoo.
8. Participants may be exposed to peanuts, latex or other allergens. Known environmental allergies should be disclosed to the Zoo Education Department at the time of reservation. The Zoo will make reasonable accommodations whenever possible.
9. If the audience or any individual participant has special needs for learning or access, please discuss them with the Zoo Education staff at the time of reservation.
10. In order to safeguard the health and well-being of our Animal Ambassadors, we require the presentation environment to be absent of fumes, strong odors, excessive or aggravating noises, and any non-Zoo animal, and be of a suitable temperature.
11. Participation in any Columbian Park Zoo event grants permission for the City of Lafayette to use photos, videos and other images of the participants in promotional materials, including website, social media and other online use.
12. The Zoo reserves the right to substitute animals, themes or presentation topics without prior notification.
13. The Zoo does not participate in events that involve content that conflicts with our conservation education messaging. We are unable to participate in any event in which there is a circus or rodeo theme, for example, where animals are mistreated, or where zoo animals are portrayed as appropriate pets.
14. Other program-specific considerations may apply. Please read over the guidelines specific to the type of program you have reserved. Direct any questions to the Zoo's Education Department prior to your scheduled program.

Cancellation Policy for Birthday Parties:

To cancel or reschedule a reserved party, please contact the Zoo Education Department. Refunds will be made if written notification of cancellation is received thirty (30) days or more prior to the event. For Birthday Parties a \$50 Cancellation Fee applies and will be deducted from any eligible refund. Columbian Park Zoo reserves the right to cancel any program without refund if guidelines set by Zoo staff at presentation are not respected/followed. The Zoo reserves the right to cancel a program, at its sole discretion, due to inclement weather which would compromise the health or safety of the animals and/or Zoo staff members or program participants. In the event of cancellation for inclement weather, at the Zoo's discretion, the Zoo will work with you to reschedule, offer a refund or other alternate solution.

COVID-19 addendum: Cancellations due to a COVID-19 exposure or infection experienced by the hosting family will be refunded in full or rescheduled at no additional cost, at the Zoo's sole discretion, provided the Zoo is notified of cancellation prior to the party. The Zoo reserves the right to cancel a party with a full refund in response to the evolving COVID-19 pandemic or other public health concern. Failure of party participants to comply fully with the Zoo's health and safety instructions, including mask wearing, will result in the cancellation or early termination of the reserved program with no refund.



Birthday Party Program Guidelines (rev 8.22)

General Information:

- Attendance is limited to 20 total persons. This number includes adults and children including the birthday child, their parents and siblings, and any infants in attendance. Parties are designed for children turning 5-12 years. Guests must be at least 3 years of age. Note that siblings of the birthday child who are under the age of 3 are permitted to attend, but may not be able to fully participate in all activities.
- All guests must be dropped off and picked up using the check-in/check-out system specified by the Zoo. The host family is responsible for determining who may stay in attendance, up to the maximum of 20 persons. Parents dropping off children will be asked to provide an emergency contact phone number at check-in.
- Parties take place in the DeFouw Education Center at 2404 Wallace Avenue, unless otherwise indicated. The Zoo reserves the right to relocate a party to an alternate classroom space if needed.
- Parties include a 2 hour room reservation (for example 10am-noon or 2:00-4:00pm). Included in your fee is access to the room 30 minutes prior to the party start time for set-up (an additional 30 minutes can be reserved for an additional Early Access fee of \$25). At the end of the two hour party time slot, we expect the party to be wrapping up and guest pick-up to be taking place. The room must be fully vacated no later than 30 minutes after the end of the two-hour party time block, or a holdover fee may apply. See the Payment Policies Section for more details.
- The Zoo staff facilitates approximately the first 60 minutes of party time, leaving the balance of your reservation time for you to plan and facilitate. Popular activities include opening gifts, serving refreshments or playing games. Party parents are responsible for planning and supplying materials for all free-time activities, and for supervision of minors, ensuring safety parameters are adhered to at all times.
- During the free-time portion of the party, the party host parent may elect to visit Zoo exhibits if the Zoo is open to the public. During winter months when the Zoo is closed, no exhibit access is available.
- Parents who wish to include free-time crafts or other activities which require materials from outside (tools, glues, etc), or who wish to contract these services from outside providers, must seek approval from the Zoo staff prior to the start of the party.

Arrival and Departure:

- Your party time block is a two hour reservation. The party host parents may park in the public parking lot on Wallace Avenue (across from Arni's Pizza), if available, for loading and unloading purposes, and enter through the service gate located in that lot. Parking may be limited and cannot be guaranteed.
- Party host parents will have access to the room 30 minutes prior to their scheduled reservation start time in order to set-up. An additional 30 minutes of set-up time can be elected for a \$25 Early Access Fee (room access only for host family). If this option is not selected at the time of reservation, early access cannot be guaranteed.
- We ask that host parents arrive at least 15 minutes prior to their scheduled reservation time in order to facilitate guest check-in. Guests will not be permitted to enter until the party host family has arrived.
- Guests should be directed to enter at the Zoo Education Programs gate located in the Wallace Avenue parking lot (the zoo service lot adjacent to Loeb Stadium). Guests will check-in upon entry.
- The check-in station will be available from 15 minutes prior to the scheduled party start time. Please instruct your guests to arrive on time. The gate will be locked 5 minutes after the scheduled party start time, and late arrivals may not be accommodated.
- Pick-up takes place at the same location as the check-in station and is available starting 30 minutes prior to your reservation's end time. Children in attendance must be picked up promptly at the end of the party. The party host parent is required to stay on-site until all minors have been picked up. Any child not picked up on time will be remanded into the care of the party host parent.

Health and Safety:

- **Anyone experiencing COVID-19 symptoms, unvaccinated individuals with a known exposure, and those with a known positive infection should not attend the party.**
- **Additional public health and safety parameters may apply per Zoo policy at the time of the party. These parameters are considered safety instructions and must be adhered to by all attendees.**
- The party parent is responsible for children's behavior and whereabouts at all times. Children are not permitted to leave the Education Center without an accompanying adult.
- While the Zoo will collect emergency contact info for attending children, the party parent is responsible for acting in loco parentis for minor guests, and transporting any child not picked up at the end of the party.
- The presenter will explain the behavioral expectations to the children at the beginning of the animal presentation. Presenters may end the animal presentation/party early due to excessive noise, unruly or disrespectful behavior.
- Participants may come into contact with or within proximity of allergens. Please share this information with guests.

Animal Considerations:

- During the animal presentation portion of the party, Zoo staff will present up to 3 Animal Ambassadors. Only party-eligible animals can appear. A sample list is available upon request. The Zoo will select animals for your party based upon multiple factors - sorry, we are unable to tell you in advance which animals will appear. A special request for an animal appearance may be considered, but cannot be guaranteed.
- Animal touching opportunities may be made available when safe and appropriate, but cannot be guaranteed. Hand sanitizer will be administered at the conclusion of the animal presentation and should be followed up with soap and water hand-washing at the earliest opportunity.
- Animal carriers are not to be disturbed by any party guest. A reasonably quiet volume must always be maintained.
- Participants under the age of 3 require an adult to sit with them during the animal presentation to facilitate animal touching opportunities and administer hand sanitizer after touching the animals. Young children may need additional adult assistance during the photo.
- A single animal will be selected by zoo staff for the photo session. Special requests will be considered but cannot be guaranteed. Some animals are not suitable for photo-taking. Personal photos may be taken during the presentation. Please avoid using flash. In order to maintain the pace of the program, presenters will not stop for posed photos.

Decoration and Refreshment Policy:

- Access to the party room begins 30 minutes prior to the reservation start time to allow time for decoration, if desired. No additional decoration is required. All decorations must be removed at the end of the party.
- No tape is allowed on the walls. You may tape banners/signs to cabinetry, doors or door frames with masking tape only. No poster putty, glue, other adhesives, push pins, staples, nails or other hanging hardware allowed.
- Sorry, no balloons or pinatas are permitted.
- All table surfaces are sanitized prior to each party. Table coverings are not required, but may be provided by the party parent, if desired.
- Only standard birthday candles are permitted. Sparkler candles are prohibited. All candles must be fully extinguished with water before disposal.
- All refreshments and paper goods are to be provided by the party parents.
- Human grade refrigeration is available. Space is limited.
- Colorful drinks must be contained within a juice box or similar container.
- The Zoo is an alcohol, tobacco (including vaping/e-cigarettes) and drug-free zone. These items are prohibited.
- Hot plates and open-flamed chafing dishes are prohibited. Crockpots in good working repair are permitted. No other food preparation devices may be used without advance authorization.
- If having food delivered, consult the Zoo Education Department prior to the party for parameters.

Payment Policies

- A holdover fee of \$25 per 15 minutes may apply if the room is not vacated by the end of the reservation time slot.
- Any damage to the Zoo's facilities or property resultant from program use, failure to adhere to guidelines, or guest negligence/behavior may result in additional fees.