



Los Angeles Zoo & Botanical Gardens



School Group Field Trip Information

Thank you for choosing the Los Angeles Zoo & Botanical Gardens for your field trip.
The Los Angeles Zoo strives to make your trip to the Zoo enjoyable. To expedite processing on the day of your trip, please be aware of the following information.

You are responsible for the following:

- Making sure the date, time, and program choice reserved are listed correctly on your confirmation letter. If any of the information is incorrect contact the Zoo Reservations Office immediately by **fax (323) 644-4299** or email LAZoo.Reservations@lacity.org
- Informing all chaperones who will be using GLAZA Memberships that they will need to have their membership cards and photo I.D.s ready to present at the door prior to entry.
- Arriving on time. The entire group must check in at one time to qualify for the discounted rate. Late arrivals will be charged the regular price.
- Payment must be presented on the day of your visit. Payment may be in the form of a school check (with photo I.D. and payable to the Dept. of the Zoo), cash, credit card (MC, Visa, Discover), or purchase order. Please have total fees collected and an accurate count of students and chaperones before you reach the Zoo's school group check-in area.
- Any parent/teacher chaperones that are not included in the school reservation must pay the regular admission rate of \$20.00 to enter the Zoo. If you have changes in your reservation count, you must contact the Reservations Office no later than 48 hours prior to your visit to check if space is available to increase the number of people on your reservation.
- Parent chaperones that bring children, who are not part of the class, must pay the regular admission rate for each child (children ages 2-12 are \$15.00 and children under 2 are free).

Tips for the Day of Your Visit:

- Arrive 20 minutes prior to scheduled entrance time. We are not able to accommodate earlier arrivals. The check-in process will take approximately 15-20 minutes per bus load.
- There are no lunch storage facilities. Please have a lunch plan ready before you arrive. We recommend that your students carry their lunches with them. We have various picnic sites inside the Zoo. If you would like to order pre-packaged zoo lunches, please contact the Zoo's Visitor Services Office at least two weeks prior to your visit at (323) 644-6039.
- We do not have indoor activity areas for rainy days.

School Group Drop-Off Procedure (Buses)

- Students and chaperones must remain on the bus until met by one of our Zoo Admissions staff. Please do not unload the bus before receiving your admission tickets. This procedure is necessary for everyone's safety.
- Please have the accurate counts of students and chaperones, and have your payment ready prior to going to the window. This will expedite admission processing.
- Once the contact teacher returns to the bus with the admission tickets for the group, an Admissions staff person will direct the group off the bus and to the entrance. Please do not unload the buses until directed by an Admissions staff person.

General Admission Rates

Adults (Ages 13 and up) \$20
 Seniors (Ages 62 and up) \$17
 Children (Ages 2 – 12) \$15
 Children (Under 2) Free

Group Discount Rates (15 or more)

Adults (Ages 13 and up) \$17
 Children (ages 2-12) \$14

ALL RATES ARE SUBJECT TO CHANGE AT ANY TIME.



LOS ANGELES ZOO & BOTANICAL GARDENS
SCHOOL GROUP FIELD TRIP RESERVATION REQUEST FORM PHONE:



(323) 644-4211, FAX: (323) 644-4299

LAZoo.Reservations@lacity.org

Zoo Hours: 10:00 AM to 5:00 PM

**RESERVATIONS ARE SCHEDULED FROM SEPTEMBER THROUGH JUNE.
REQUEST MUST BE SUBMITTED AT LEAST TWO WEEKS IN ADVANCE.**

Today's Date: _____

Name of School / Group: _____

School Address: _____

School Phone: _____ School Fax: _____

Contact Person: _____ Phone: _____

E-Mail: _____

Mailing Address (if different from above):

Public School District: _____

PLEASE NOTE: LAUSD SCHOOLS MUST MAKE
RESERVATIONS THROUGH SCHOOL JOURNEYS.

Other: _____

Private School

Headstart

Please Choose One: Self-Guided Visit

Docent Guided Tour

Field Trip Date and Time Requested (Reservation times begin at 10:00 AM):

We will attempt to accommodate your requested reservation date and time, however, we cannot guarantee availability. Reservations will be made for the earliest time slot available on the requested date.

First Choice	Second Choice	Third Choice
Date: _____	Date: _____	Date: _____
Time: _____	Time: _____	Time: _____

Number of Students: _____ Grade Level: _____

Number of Chaperones (include teachers, teacher's aides, parents): _____

Please check box if requesting any ADA accommodations. _____

PLEASE NOTE THE FOLLOWING: SIBLINGS WILL BE CHARGED REGULAR PRICE.

STUDENTS & CHAPERONES NOT INCLUDED IN THIS REQUEST WILL BE CHARGED REGULAR PRICE.

YOUR RESERVATION REQUEST IS NOT COMPLETE UNTIL YOU RECEIVE A

LOS ANGELES ZOO CONFIRMATION NUMBER.

CONFIRMATION LETTERS WILL BE SENT VIA E-MAIL OR FAX.

Office Use Only

Confirmation #: _____

Processed By: _____

Date/Time: _____

Self-Guided Visit

Docent Guided Tour