



## Greater Des Moines Botanical Garden

Exploring, explaining and celebrating the world of plants

### Policy Information

#### Reservation Information

Our facility can easily accommodate groups up to 45. Larger groups will need to contact the Youth Education Coordinator to make special arrangements. All school and youth groups are required to bring at least one adult for every 8 students in grades Pre-K to 8<sup>th</sup> and one adult for every 15 students in grades 9-12<sup>th</sup>. *Please plan for this in advance as the Botanical Garden reserves the right to refuse entry to groups not meeting the adult to student ratio.*

- Programs and tours are scheduled for 60-90 min. After the conclusion of their program students are welcome to continue exploring the Botanical Garden with their chaperones.
- Please inform the Youth Education Coordinator of any student allergies prior to arrival.
- Field Trip learning standards are available on our website.

#### Cancellations and Rescheduling

If you need to cancel or your reservation, please notify the Youth Education Coordinator as soon as possible at 515.402.4273 or [education@dmbotanicalgarden.com](mailto:education@dmbotanicalgarden.com). Cancellations must be submitted in writing to [education@dmbotanicalgarden.com](mailto:education@dmbotanicalgarden.com) and confirmed by the Greater Des Moines Botanical Garden. If your group does not call and does not show, the Botanical Garden reserves the right to charge \$50 per program.

#### Payment

Payments are due the day of the program or 30 days from the program visit date. To expedite the check-in process, only one form of payment will be accepted on the day of your visit. For payment, we accept credit card, check, cash or purchase orders. Late payments are subject to accruing late charges.

#### Photography Consent

Field Trip registration serves as consent for the Garden to photograph students for use in Garden publications and promotional materials. Please inform parents that their child may be photographed during their visit. *Written notice must be given to the Garden prior to visit, if a parent does not consent to have their child's photo taken.*