



Email: wildlifecenter@co.bergen.nj.us

RESERVATION FORM

A permit is required for groups of 5-25 people requesting a program with a staff member. A permit is also required for all groups of 10 or more visiting the Environmental Center even if NOT participating in a program (there is no fee for this permit). Please check the back of this form for further information.

TO OBTAIN A PERMIT

Complete this form and return it to the Environmental Center (no reservations by phone). Reservations are processed according to availability. We recommend scheduling at least 2 weeks in advance. We will schedule classes up to two months in advance. A permit will be issued if: the requested time(s) are available, fee is paid (if required), and insurance certificates are received (if they apply). Your program will be confirmed when you receive a park use permit.

FEE SCHEDULE (Please no tips or gratuities)

Please refer to **FEES AND INFORMATION SHEET** on the back of this form for fees, availability, scheduling, pavilion reservation, and refunds. *Note:* Read back thoroughly; incomplete forms will delay the processing of your permit.

CANCELLATION, REFUNDS OR RESCHEDULING

Programs are conducted rain or shine. We can substitute an indoor program instead of an outdoor program in case of inclement weather. Refunds are granted only if program is cancelled 2 weeks prior to scheduled date or unless school and/or buses are cancelled due to inclement weather. An effort will be made to reschedule if desired, but there is no guarantee as to availability of dates.

DATE OF VISIT: 1st choice _____ 2nd choice _____

Time of your program: _____ Age of group: _____

Name of your group/school: _____ Adult Supervisor: _____

Group's mailing address: _____

Telephone number: _____ Street _____ Town _____ State _____ Zip Code _____
 FAX # _____ email: _____

Program your group would like to participate in: _____
Programs are conducted rain or shine. We can substitute an indoor program instead of an outdoor program in case of inclement weather if possible.

Number of students: (*maximum 25*) _____ Number of chaperones: _____

Do you wish to reserve the pavilion?* Yes ___ No ___ What time period? _____

Fee paid for pavilion reservation?* Yes ___ No ___ Fee Paid for program (if applicable) ** Yes ___ No ___

Special considerations (e.g. wheelchair) _____ Signature _____ Date _____

****Please dress appropriately for outdoor programs****

*Fee to reserve the pavilion is \$50.00 for *all groups*. Reserving the pavilion gives you exclusive use of it for up to two hours. Otherwise, the use of the pavilion is on a first come, first serve basis. See back of this sheet for more information on pavilion reservation

**Program fee (if applicable) must be included with reservation form for permit to be processed. Refer to FEES AND INFORMATION on back of this form for fee information.

NOTE-NO PARTY DECORATIONS OF ANY KIND are permitted in the park regardless of the occasion. Please be on time for your program. Due to tight scheduling naturalists may not be able to make up for lost time.

IMPORTANT
WE RESERVE THE RIGHT, IN CASE OF EMPLOYEE EMERGENCY OR ILLNESS,
TO CANCEL OR RESCHEDULE CLASSES

	<p>COUNTY OF BERGEN James J. Tedesco III <i>County Executive</i></p> <p>Board of Chosen Freeholders Tracy Silna Zur, Chairwoman • Thomas J. Sullivan, Vice Chairman • Dr. Joan M. Voss, Chair Pro Tempore • Mary J. Amoroso • David L. Ganz • Germaine M. Ortiz • Steven A. Tanella</p> <p>James G. Koth III <i>Director of Parks</i></p>	

FEES AND INFORMATION SHEET

The Staff is available for programs Monday through Friday between the hours of 9:30 am and 3:30 pm. No programs will be conducted on weekends or Bergen County holidays.

ALL GROUPS PLEASE NOTE: Chaperones role is to monitor the behavior of the children. If chaperones exhibit noisy or disruptive behavior, the staff reserves the right to stop the program immediately. **There must be at least 1 chaperone per 8 children in the group at all times.**

SCHOOL GROUPS – Public, private, or homeschool

Bergen County

Pre K - 6th grade

\$50.00 per class (max. 25 children)

Out-of-County

All groups

\$75.00 per class (max. 25 children)

SCOUT GROUPS

In-county and out-of-county scout groups

Groups of up to 25 scouts*

\$50.00 per class (max. 25 children)

*Please note – siblings of participating age **must** be included in total group size.

SENIOR GROUPS

In-county and out-of-county senior groups

\$50.00 per class (max. 25 adults)

PAYMENT

*Please send check or money order for full amount due with reservation form to the Center. Please make checks payable to **Bergen County Department of Parks**. **If a fee is required for your program, a permit will not be issued and date will not be reserved until payment is received.***

ARRIVAL

Please arrive on time for your scheduled program. Due to tight scheduling, we are unable to make up for lost program time.

CANCELLATION, REFUNDS OR RESCHEDULING

Programs are conducted rain or shine. We can substitute an indoor program instead of an outdoor program in case of inclement weather. Refunds are granted only if program is cancelled 2 weeks prior to scheduled date or unless school and/or buses are cancelled due to inclement weather. An effort will be made to reschedule if desired, but there is no guarantee as to availability of dates.

GROUPS VISITING BUT NOT DESIRING A PROGRAM

Groups of 10 or more persons visiting the Environmental Center without a scheduled nature program with a staff member must obtain a Park Use Permit. To obtain a permit, please fill out the attached reservation form and return it to the Environmental Center.

PAVILION RESERVATION

The pavilion, next to the main building, can be reserved for various functions. The fee for reservation is \$50.00 for ALL GROUPS (program fees are extra). A reservation entitles exclusive use of pavilion for a maximum of two hours. Without a reservation, the use of pavilion is on a first-come/first-serve basis. The pavilion will be cleaned before your arrival and must be left as it was found. Garbage must be deposited in dumpsters located in parking areas or carried out of park. **NO BARBEQUE GRILLS OF ANY KIND ARE PERMITTED. NO BALLOONS PERMITTED ANYWHERE IN THE PARK, INCLUDING PAVILION, REGARDLESS OF THE OCCASION.**

**Please complete the reservation form and return to the
James A. McFaul Environmental Center, 150 Crescent Avenue, Wyckoff, NJ 07481.**