

EDUCATIONAL PROGRAM GUIDELINES

Leach Botanical Garden is a great place to have fun and learn through an outdoor experience. It is a treasured public resource and requests for use of the Garden are increasing. Many groups wish to use the same areas on the same day so a reservation form allows staff to track use of our grounds, prevent scheduling conflicts among groups and protect our plant collection. **We welcome you to the Garden.**

Frequently Asked Questions

- **What are the Garden's hours?** Closed Monday. Tuesday-Saturday 9:00am-4:00pm.
Sunday 1:00pm-4:00pm.
- **Is there an admission fee for visiting?** There is no admission fee but there are fees for certain programs and activities. Donations are always appreciated to advance the educational program.
- **Does my school class or group need to submit a Reservation Form?**
A reservation form is written permission granted to a permittee to use Leach Garden for a specified educational activity at a specified time. Due to the volume of groups and individuals visiting the garden on certain days, staff will check the calendar of events (not available on our website) and approve your visit. Any group planning to bring a group of 10+ children and/or adults to Leach for an education activity (such as a school field trip, group bird watching trip, guided tour, summer camp hike, garden groups, parks and recreation programs, outside organization's adult or children's educational class or activity, etc.) which **is being led or not led by Leach staff**, you will need a reservation form.
- **How do I make a reservation and/or payment?** Reservation form must be submitted to Leach Garden's Education Coordinator no less than 4 weeks in advance of your requested date. Allow 2 weeks for your application to be processed. Fill out the application completely and email, fax or mail back. Incomplete applications will not be accepted. You will be sent email notification confirming dates and times for your group's visit. 50-100% of total fee is due within 10 business

days after the reservation forms submittal to secure all days of programming or the tentative date will be made available to others. Requests are processed on a first-come, first-served basis.

- **Is there parking for a bus?** There is one main parking lot at the lower Garden entrance and large buses can park there if the lot is not full. If driving by car, please carpool if you can. There is additional parking in the upper Garden by the office but you may need to walk back down to meet your group. Please contact staff about parking if you are arriving by large bus, you need disabled parking or are unsure of your meeting spot.

Fee-based Activities

- **Reservations required:** For all large groups (paying or nonpaying) visiting the garden: 10+ visitors in a group. Due to the volume of groups and individuals visiting the garden on certain days, staff will check the calendar of events and approve your visit. Please fill out the reservation form (as noted under Frequently Asked Questions) or contact the office to inquire about specific available dates first.
- **Leach guided Honeybee Hike:** 1 hour; children ages 2-5 years; \$3.00 per student, accompanying adults are free; offered Tuesday-Friday. An adult-to-student ratio of 1:6 is recommended or usually 1-2 children with an accompanying adult. Minimum number of children is six; maximum number of children is twenty.
- **Leach guided tour:** One hour guided tour for adults are offered Tuesday and Thursday only, 11am-noon or 2pm-3pm. Fee of \$5.00 person and six adults minimum per tour with 15 guests maximum (15 guests per 1 tour guide). Please contact the office for groups of more than 15 adults so an additional tour guide can be added. If you add guests to your tour beyond the designated number approved on the registration form (without notifying the Education Coordinator before your arrival), you must pay the tour guide before the start of your tour for additional guests. Remember our trails are narrow and having 15+ guests on a tour makes it difficult to hear, see and experience a quality tour. Regularly scheduled free Saturday guided tours (March-October), 11am-noon, are available on a first-come, first-served basis, maximum 15 visitors.

- **Leach guided student field trip:** At this time (Fall 2015), all guided field trips are organized and led by our partner, Portland Parks & Recreation's Environmental Education program. Visit their webpage to see cost, dates and other information on scheduling a field trip: <https://www.portlandoregon.gov/parks/62975> Contact their office directly for additional information: 503-823-3601
- **Cancellation Policy for visiting group(s):** Please inform Leach Garden Friends (LGF) of a cancellation at the earliest possible time. If your group cancels in 3 business days or more (Monday-Friday), 100% of final payment is refundable. No payment will be refunded if cancellations are made within 72 hours of the scheduled program/tour.
- **Cancellation Policy by Leach Garden Friends:** LGF reserves the right to cancel a program due to circumstances beyond LGF control. We will cancel with at least 3 days' business notice (Monday-Friday) and all fees will be refunded.
- **Payments:** Can be made in advance with a check (made out to Leach Botanical Garden) or over the phone with a credit card. Any partial payments due the day of, or for additional guests being added the day of a tour or field trip, must be paid in cash before the start of a program, unless prior arrangements with Education Coordinator have been made.

Self-guided Activities

- **Reservations required:** All large groups (paying or nonpaying) visiting the garden: 10+ visitors in a group. Due to the volume of groups and individuals visiting the garden on certain days, staff will check the calendar of events and approve your visit.
- **No fee:** Self-guided tours or activities. A reservation form must be submitted to Leach Garden's Education Coordinator not less than 4 weeks in advance of your requested date. Allow 2 weeks for your application to be processed. Fill out the application completely and email/fax or mail back. Incomplete applications will not be accepted. This application is not a confirmation of your reservation though every effort will be made to accommodate your requested date. You will be sent written email notification confirming dates and times for your group's visit. Requests are processed on a first-come, first-served basis.

- **Maximum number:** 30 students per field trip- two field trips per day. An adult-to-student ratio of 1:6 is recommended for 3rd grade and under, and ratio of 1:10 is required for 4th grade and up. Adult supervision is required at all times.

Information, Rules and Garden Etiquette

- **Use of Garden:** Remember there are many different visitors to the Garden for many different reasons. Please respect their use of the Garden by not yelling, running, throwing items, or blocking trail usage.
- **Plants:** Respect all plants and animals in the Garden – this is their home and you are a visitor to their home. Do NOT pick the plants.
- **Meadow Tent:** The use of upper meadow tent must be reserved ahead of time through the reservation form. The tent has many uses for classes, tours, lunch, meetings and summer camps, and is heavily used. It is only available April – September.
- **Litter:** All litter or garbage generated by your group should be placed in garbage cans provided or taken home to recycle and dispose of properly.
- **Dress for the weather:** Please do your best to check the forecast and make sure all the children and adults are dressed for the weather. Plan accordingly so everyone feels comfortable & dry for the entire trip with appropriate clothing and shoes. Our building space is limited during inclement weather.
- **Engaging children:** We know you want your children to gain the most possible from their outdoor experience at Leach. Youth learn best with enthusiastic and engaged adults. We ask teachers and adults (chaperones) to stay engaged with the youth and Leach staff while on the field trip. Leach staff may ask you to assist in making sure each child gets to see what is found along the trail during their visit.
- **Manor House and Terrace and Stone Cabin:** All are open to group rentals for wedding and meetings but not to student field trips. Special guided tours may request a visit to the Manor House and Stone Cabin but there is no guarantee that a requested date is available.
- **Group conflicts:** Other groups may have scheduled trips through Garden staff during the same timeframe as your group, though we try to limit the number of groups visiting at one time. Noted



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in your reservation confirmation will be any conflict with other groups using the garden and different areas you may visit on those specific dates to avoid conflicts.

- **Collecting:** We are a Botanical Garden with a plant collection from around the world. Do NOT pick the plants. If your group is interested in gathering or collecting in the Garden, or you are conducting biological research, scientific collection or harvesting biological materials, you will need a reservation form and obtain written permission from Leach Garden Staff for such usage. Such usage will be evaluated on a case by case basis.
- **Trail-use:** Stay on trails at all times to minimize damage and disturbances to Johnson Creek and the watershed, and plant display beds. All Garden visitors are restricted from wandering off trails, turf or hardened surfaces for study purposes except as designated by Garden staff – inquire about such usage on your reservation form.
- **Wheelchairs and walkers:** Due to our current trail layout, wheelchairs can only access limited paths in the Garden. Please contact the staff concerning which trails are best for those with mobility issues.