

FREQUENTLY ASKED QUESTIONS

For Butterfly Pavilion Adult Outreach Programs



**BUTTERFLY
PAVILION**

I want Butterfly Pavilion to visit my location. Where do I start?

- **Selecting a program:**

Visit <https://butterflies.org/adult-senior-outreach-programs-at-your-location/> to view available outreach programs and select the one that best fits your group's interests. All programs are designed for adult audiences and are in lecture format.

- **Can the program be done outside?**

Please reach out to us before the program if you would like the program outside so we can let you know if this is feasible. Our animals need to be at room temperature between 70-80 degrees Fahrenheit and cannot be in direct sunlight. The live animals and our educators cannot be in direct sunlight and need to be in shade.

- **Making a reservation:**

Click "Adult Outreach Request Form" and complete the request form. Have the following information ready when you make a reservation: number of attendees, address and contact information for the site and person responsible for payment, three choices of program dates, and scholarship needs. Once you make a reservation request, Butterfly Pavilion will contact you for more details as needed.

What kinds of groups can reserve an Adult Outreach program?

- **Any organized adult group is welcome to reserve an Adult Outreach program:**

Our Adult Outreach programs may be booked by garden centers, corporations, libraries, senior centers, and other community locations.

- **Program capacity:**

Outreach programs have a capacity of 40 students/session. Depending on the class selection, exceptions can be made.

What does a Butterfly Pavilion Adult Outreach program cost?

- **The cost of a Butterfly Pavilion Adult Outreach is \$150 per class plus mileage:**

Visit <https://butterflies.org/adult-senior-outreach-programs-at-your-location/> for the most up-to-date pricing for Outreach programs. Mileage is charged at \$0.65/mile round trip between Butterfly Pavilion and your site. Programs that require customization may incur an additional fee.

- **Sequential programs and layover fees:**

If you need multiple sessions to accommodate all of your students, sequential sessions of the same program scheduled to begin within 15-30 minutes are discounted by 10%*. Sequential programs scheduled to begin within 31-60 minutes are charged the regular program price. Layovers between programs exceeding 60 minutes are charged the regular program price and incur a layover fee of \$22/hour for every additional hour beyond the first.

- **Payment is due 15 days ahead of the scheduled program:**

We accept check and all major credit cards as payment. If paying by check, make check

payable to Butterfly Pavilion and mail to 6252 W 104th Ave, Westminster, CO 80020. Be sure to include your program's Booking ID or invoice number for fastest processing. If paying by credit card, a link will be sent to you with your confirmation or please call 720-974-1861 between 8:30am- 5:00pm with invoice number handy.

Please note that for their safety our Educators cannot accept payment from you directly the day of the event. Please make other arrangements for payment.

When do I need to set up a reservation for an Adult Outreach program?

- ***It is best to reserve your Adult Outreach as early as possible:***

Reservations are required at least two weeks before your desired program date. The busiest time of year is late spring through summer. We highly encourage groups to book during our slower times of year to help ensure your first-choice program date.

What happens after I request a reservation?

- ***Butterfly Pavilion will reach out to you shortly after the request is made:***

An initial confirmation will be sent to you within one week of requesting a reservation. This confirmation will be sent via email and will include all details of your Outreach as well as the specific date/time(s) of your program(s) and a payment link so you may pay online. Please make sure you open and read all attachments!

- ***The assigned Educator will reach out to confirm within one week of your program:***

The Butterfly Pavilion Educator who will be visiting your location will contact you via the phone or email provided for a final confirmation and the exchange of any important day-of information.

- ***Setting up for your program:***

Most programs require little setup. An area for students to sit and a table for the Butterfly Pavilion Educator to set down materials, with a projector and Wi-Fi access is sufficient in most cases, but the Educator will clarify any program-specific needs during the confirmation process.

- ***Can the program be done outside?***

- Please reach out to us before the program if you would like the program outside so we can let you know if this is doable. Our animals need to be at room temperature between 70-80 degrees Fahrenheit and cannot be in direct sunlight. The live animals and our educators cannot be in direct sunlight and need to be in shade.

- ***Will students get to hold Rosie?***

Rosie, our Chilean rose hair tarantula ambassador animal, is no longer attending academic Outreach programming. Due to the scarcity of Chilean rose hair tarantulas in the zoological world and other conservation concerns we have reevaluated our program offerings in order to ensure that we are able to meet animal welfare needs and champion this species for years to come. Guests will continue to have the opportunity to visit with and hold Rosie at Butterfly Pavilion.

What if I need to change or cancel my reservation?

- ***Rescheduling a reservation:***

If you have a new date and time available, we will be happy to reschedule your visit. To reschedule, please contact registrar@butterflies.org with your confirmation number and the

new date and time you would like to visit.

- **Canceling a reservation:**

Please email registrar@butterflies.org or call 720.974.1861 to cancel a reservation.

Butterfly Pavilion requires a \$50 fee for reservations cancelled within 15 days of the scheduled program: Additionally, the same fee will be applied to your organization if you miss your reservation without notice. However, for cancellations or reservation changes made before the two week mark, there is no fee.

Refunds: Guests who require a refund for overpayment or cancellations may submit a written request to registrar@butterflies.org within 30 days of their visit. When applicable the refund will include the \$50 fee for cancellations and rescheduling.