College Course Use Request Form

Proposed date of visit(s): ________________________________

Arrival time: __________________________________________

Mode of transportation to the Garden: __________________________________________

Instructor’s name & title: ________________________________________________

Phone: ________________________________________________________________

Email: _________________________________________________________________

Institution: __________________________________________________________

Department: __________________________________________________________

Course title and number: ______________________________________________

# of students: _______

Curricular purpose (Please tell us how you plan to use the collections and which areas you plan to visit.):
______________________________________________________________________
______________________________________________________________________

Name of person filling out this form: ____________________________ Date: __________

Office Use: Conflicts checked? Y___ N___ By staff name? __________________ Rung into register? ______

Admission policy: Your non-profit college class may visit the Garden without admission fees. Dates of class visits must be approved in advance; call 510-643-7265. Drop-in classes will be considered on a space available basis.

UC classes are strongly encouraged to schedule Garden visits in advance, so that we may ensure that your experience is as smooth as possible.

The Garden is closed to all visitors on the first Tuesday of each month and on some holidays.

You are responsible for enforcing Garden rules with your group, which include staying on garden paths and no collecting of plant materials or wildlife.

If you’d like to request plant materials, please use the Plant Materials Request form, available from the Entrance Kiosk, 510-643-2755 or online at http://botanicalgarden.berkeley.edu/research/.

Docent tour requests must be made to the Tour Coordinator by the 15th of the month prior to your visit. Please call 510-643-7265 to schedule a tour or if you have any additional questions.

Email this form to gardentours@berkeley.edu or Fax to: 510-642-5045

University of California Botanical Garden at Berkeley  200 Centennial Drive, Berkeley, CA 94720-5045, 510-643-2755

Mission Statement: To develop and maintain a diverse living collection of plants to support teaching and worldwide research in plant biology, further the conservation of plant diversity, and promote understanding and appreciation of plants and the natural environment.