



Please email, mail or deliver all release forms, payment information & checks (made payable to CAP) to:

ATTN: Ana Rodriguez, Humane Education Coordinator  
[arodriguez@cap4pets.org](mailto:arodriguez@cap4pets.org) fax 281-497-1537  
Citizens for Animal Protection  
17555 Katy Freeway, Houston, TX 77094

For Official Use only.

Date: \_\_\_\_\_

Payment type: \_\_\_\_\_

CAP Staff Initials: \_\_\_\_\_

## CAP Animal Shelter Tours & Education Center Usage

Meeting Host Name: _____	Organization Name: _____
Host Email address (required): _____	Host Cell phone (required): _____
Host Address (required): _____	City: _____ Zip: _____
2 <sup>nd</sup> Contact Name: _____	
2 <sup>nd</sup> E-mail Address (required): _____	2 <sup>nd</sup> Cell phone: _____
Scheduled date/time for usage: _____	
Number of expected guests: (Adults) _____ (Children) _____	
Additional comments/ requests: e.g. requesting use of projector or screen: _____	
_____	

- \* Tours are available for individuals and children 6 years and over and last for one hour.
- \* Use of the CAP Education Center for additional time must be approved by the CAP representative in advance and may result in a fee.
- \* **Children must be accompanied by an adult at all times.** All children must be supervised.
- \* Tours must be booked in advance and are limited to 20 children. Additional children must be approved in advance by CAP representative.
- \* One adult must be in attendance for every four children present.
- \* Please do not cover up or remove any CAP signs or advertisements.
- \* Our facility is available for tours Monday through Thursday during adoption hours.
- \* Each 1-hour tour includes a humane education presentation.
- \* Additional time may cost additional fees of \$75 per hour of use after 1<sup>st</sup> booked hour.
- \* Monetary and wish list donations are much appreciated.
- \* If you have requested use of the projector/screen, please be sure to take your software, all electronic equipment, etc. when you leave. CAP is not responsible for any items left behind.
- \* Please remove and or dispose of all food and wrapping paper in the provided trash cans. Anything left will be disposed of by our staff.
- \* Please leave any CAP equipment and/or supplies used on the kitchen counter, or in the kitchen area.
- \* Any damages to the CAP property are the sole responsibility of the contact person for this group.
- \* Payment is due at the time of reservation. Reservations are accepted on a first-come, first-served basis, and space is limited. **Reservations for a particular date & time are not guaranteed until confirmed by CAP staff via email when paid in full.**
- \* These rules apply to every group or individual using this room, including CAP staff and volunteers.

I understand the rules for using the CAP Education Center at the CAP Animal Shelter & Pet Adoption Center and will ensure that all guidelines are followed so that no additional charges or damages are incurred.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Payment type: \_\_\_\_\_ Card # \_\_\_\_\_ Exp. \_\_\_\_\_

**THANK YOU!** All proceeds from the rental of the CAP Education Center directly benefit the care of homeless pets currently seeking a home at the CAP Animal Shelter & Pet Adoption Center. 2/28/2018 AR