



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

ATTN: Humane Education Coordinator
cap4kids@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 (required): _____	Host Cell # (required): _____
Host Address (required): _____	City: _____ Zip: _____
2 nd Contact Name: _____	
2 nd Contact Email: _____ 2 nd Cell # _____	
Requested date(s) for usage: _____ Requested time: _____ until _____	
Expected # of Guests: _____ (Adults) _____ (Children) _____ (Teens)	
Special Notes/Requests/ Comments (ex: use of projector screen or kitchen)	

- * Tours are available for individuals 6 years and up and can last 30 min. – 1 hour and includes a humane education presentation.
- * Tours must be booked in advance (we ask for at least 2-week notice) and are limited to 20 individuals. Larger groups will result in longer tours with groups often being split if staff is available.
- * Use of the Cap Education Center for additional time must be approved by CAP staff in advance and may result in additional fees of \$75 per hour of use after the 1st booked hour.
- * **Children must be accompanied by an adult at all times.** You must have at least **1** adult chaperone per **5** children in attendance. Our children’s activities are designed for kids age 6 and up. Any child under the age of six brought to the CAP shelter must be accompanied by an adult chaperone at ALL times and will not be supervised by CAP staff.
- * Our facility is only available for tours during adoption hours.
- * Monetary and Wish List donations are much appreciated and encouraged.
- * Please do not cover up or remove any CAP signs or postings.
- * If you have requested use of the projector/screen, please be sure to take your software and all electronic equipment, etc. with you when you leave. CAP will not be responsible for any items left behind.
- * Please dispose of all food and wrapping paper in the provided trash cans.
- * We ask you to remove all room decorations and items you may have brought and used that wish to keep. Anything left behind 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 meeting host for this group.
- * Payment is due at the time of reservation. Reservations are accepted on a first-come, first-served basis.
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. 08/2022