



Education Programs at the Buffalo and Erie County Botanical Gardens

Class Information and Procedures

For Online and In-Person Programs

Advanced registration is required for all classes at least three business days before the class. Be sure to register early, as space is limited in many classes. **Registrations for Botanical Gardens' classes are processed on a first come/first serve basis in the order that payment is received. No registrations will be processed without payment.** Checks can be made payable to "Buffalo Botanical Gardens." If you have any questions, please contact the Botanical Gardens.

By website: www.buffalogardens.com

By mail:
2655 South Park Avenue
Buffalo, NY 14218

By phone:
(716) 827-1584 ext. 730

The Botanical Gardens opens to the public daily at 10:00am and closes at 4:30pm. In order to properly prepare for events, classes and workshops and for overall safety within our campus of buildings, **doors will be unlocked to the public fifteen minutes prior to the published start time and will be locked five minutes after the published start time.** Our goal is to be considerate and respectful of everyone's time and overall safety. Thank you for your understanding.

Registration Cancellations/Refunds- *See Class Specific Information below for more details*

- If the Botanical Gardens should cancel a class, you will be notified as early as possible and will receive a full refund. In the case of circumstances beyond our control, every effort will be made to reschedule the class.
- If the Botanical Gardens is notified at least **one week** (7 days) before the class or beginning of a series of classes that you are unable to attend, the Botanical Gardens will refund your payment **less \$10** for processing.
- Participants withdrawing from a class with less than one-week notice will not receive a refund.
- For missed classes, a credit for a comparable class will be considered under extreme circumstances on a case-by-case basis. The Botanical Gardens should be notified in a timely manner.
 - Credits must be used within 30 days or they will expire. You must register in advance to redeem.
 - To redeem a credit, you must call the Botanical Gardens at least three business days before the desired class date(s) to check availability.

Class Specific Registration Information

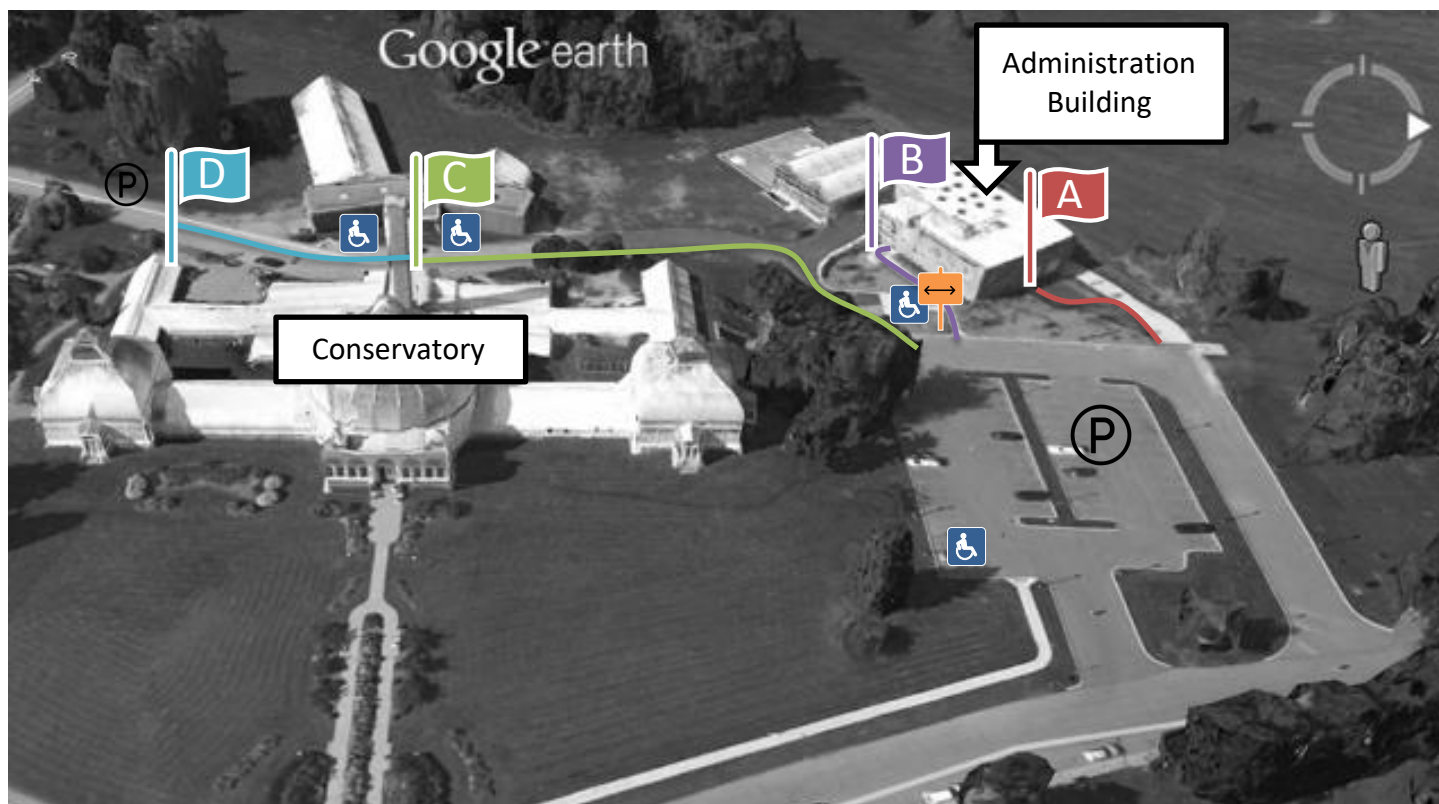
- **Make-it, Take-it Workshops:** Classes are open to adults (18+), unless otherwise stated as a kids program. Children ages 13-17 may participate in adult workshops if accompanied by an adult. For kids workshops please register under yourself and provide the name(s) and age(s) of the kid(s) you are enrolling when prompted. Class sizes vary. Participants will be emailed details on where the class will meet and a reminder of what to bring the week of the workshop.
- **Art Classes:** Attendance is taken at each class. Classes are typically held in the multi-purpose room of the Administration Building, however class location may vary depending on facility space available. Look for posted signage in front of the Administration Building when you arrive. The class supply list is available on the Botanical Gardens website.
- **Horticulture Classes:** Attendance is taken at each class. Classes are typically held in the multi-purpose room of the Administration Building, however class location may vary depending on facility space available. Look for posted signage in front of the Administration Building when you arrive. The class listing is available on the Botanical Gardens website.



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Program locations are normally communicated via email; however locations occasionally need to change. Please check the **arrow sign**, located in front of the Administration Building, on arrival.

Most classes, workshops and other programs are held in our Administration Building, the newer looking brick building seen above the parking lot. Classes in this location will have the **arrow sign** pointed right.

For programs in the Administration Building Multi-Purpose Room, you may use either **Entrance A** or **Entrance B**. In the event of inclement weather or programs held in the evening, we ask that you use **Entrance B**. For programs held in the Administration Building Community Room, please use **Entrance B**. Inside the double glass doors of **Entrance B** there is an elevator (leading up to the Community Room or down to the Multi-Purpose Room) and a set of stairs (leading up to the Community Room).

Occasionally, programs will meet or be held inside the Conservatory. For these programs, the **arrow sign** will be pointed left. There is a small one-way road leading from the parking lot behind the Botanical Gardens. **Entrance C** is our back entrance which is a white door surrounded in brick. **Entrance D** leads into House 10. There are two sets of white double doors. If a program is held here, please use the right-hand door of the left set of doors. For both **Entrance C** and **Entrance D** there is limited parking available behind the Botanical Gardens with additional parking in the lot.