



Waukesha County
Department of Parks and Land Use
RETZER NATURE CENTER
Large Group Policy

Waukesha County Department of Parks and Land Use greatly appreciates the schools, scouts, public groups, families and individuals who visit Retzer Nature Center to enjoy the natural areas and the Environmental Learning Center. We are asking for your assistance so that we can provide the best experience possible for all of our guests. We have prepared this large group policy to enable our staff to provide guidance and structure when there are multiple groups on site. Thank you in advance for your cooperation. As always, please leave the park better than you found it.

Policies: All Waukesha County park rules and ordinances apply at Retzer Nature Center.

Organized Groups: Organized groups of 10 or more people, not associated with a Retzer-led program or facility rental, are required to give at least five-business days advance notification via phone: (262) 970-6680 or email: retzer@waukeshacounty.gov.

Check-in: Organized groups are required to check in at the front desk during business hours, Monday-Friday, 8:00am-4:30pm. Staff will try to accommodate requests and assign areas for hiking trails and outdoor lunch spaces, if needed. Please note that groups with paid programming/rentals will receive priority for facility use.

In order to provide you with a safe, quality experience, please adhere to these guidelines:

Inside the Nature Center:

- Be considerate. Respect the facility, the staff and other individuals/groups who may be using the center.
- Please use appropriate volume control and do not run indoors.
- Children and students must be supervised by an adult at all times.

Outside on the trails or in seating/lunch areas:

- Stay on the trail. Adult supervision of children and students is required at all times.
- Be considerate of others: this includes staff, other visitors, and the creatures that live at Retzer, all of whom you may encounter during your visit.
- Leave what you find: do not remove plant materials or wildlife.
- Dispose of waste in the proper trash/recycling bins.