Tour Request Form

To be filled in by requester:

Contact Name/Title			
Organization			
Street Address			
City, State, Zip			
Phone		**Cell Phone**	
Email			
Number of People		**Grade Level**	
Requested Tour Date*	Date _____ Alt Date: _____ Time _____		
Organization Type	Student ☐ Industry ☐ Governmental ☐ Elected ☐ Other ☐ _____		
Method of Transportation	Bus ☐ Car(s) ☐ Van ☐ Other ☐ _____		
If arriving by bus, is reimbursement needed? (School Tours Only)	Yes ☐ please estimate amount if possible _____ No ☐		
Facilities to Tour			
Any Special Requests			

*PLEASE NOTE: Tour dates and locations are not guaranteed and are subject to the availability of staff.

PLEASE READ: Each guest participating in a tour with the Los Angeles County Sanitation Districts is required to submit the attached Media Waiver and Release of Liability form. If minors are attending, each minor must have a Waiver Form signed by a parent or legal guardian and be accompanied by an adult (e.g. teacher, parent, or chaperone) throughout the tour. Please note that only original signed forms will be accepted on the day of the tour.

Bus reimbursements are provided to schools who meet the criteria. For more information, contact Staci Kirk at Stacikirk@lacsd.org.

To be filled in by Sanitation Districts:

Location to Meet Guide		
Date Confirmed	**Site(s)**	**Guide**
Support Needed	**Brochures** ☐ **Map** ☐ **Translator** ☐ (to be provided by requester) **Reserve Conference Room** ☐ **Reserve OIS Van** ☐	

Date Request Received: **Coordinator:** **Imhoff Cones** **Yes** ☐ **No** ☐

Approved Bus Reimbursement: **Yes** ☐ **No** ☐

District No. _____ Invoice _____ Date Paid _____ Check # _____

UPPER WATER
UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT

LOS ANGELES COUNTY SANITATION DISTRICTS
Converting Waste Into Resources

CWWEF Clean Water Works EDUCATION FOUNDATION

DOC 7854953 PUBLIC INFORMATION OFFICE