

Napa Sanitation District Public Tour Request Form

Step 1 - Provide

District Contact Person: _____
 at: _____ (Fax #)
 _____ (Phone #)

Step 2 – Complete Tour Details. (Mail form to Agency, or take information over the phone)

If Completed by Agency Requesting the Tour, Fax Completed Form To District Contact Person noted above:

I. Tour Group Contact Person: Name: _____
 Phone #: _____
 Fax #: _____
 Best time to call: _____

II. Purpose for the Tour: _____

III. Dates & times desired by tour group: _____

IV. Date/time limitations of tour group: _____

V. Anticipated length of tour: _____ am/pm to _____ am/pm

Note: Standard tours generally take around 1-2 hours

VI. Ages and/or Grades:	<input type="checkbox"/> 2 nd – 4 th grades (7-10 years)	<u>Required Student/Adult Ratio:</u> 1 adult per 5 students needed
	<input type="checkbox"/> 5 th – 6 th grade (10-12 years)	1 adult per 7 students needed
	<input type="checkbox"/> 7 th – 8 th grade (12-14 years)	1 adult per 10 students needed
	<input type="checkbox"/> 9 th – 12 th grade (High School)	1 adult per 10 students needed
	<input type="checkbox"/> College	None
	<input type="checkbox"/> Adults	None

VI. Approximate size of the tour group: _____ # of students + _____ adults = _____ Total.

VII. Are there any physical or other limitations that staff should be aware of? _____

NOTE: *If you have not received confirmation from the Napa Sanitation District within 2 days, call the District*

Step 3 – District approves tour

To be Completed by Napa Sanitation District

1. Tour is approved for the dates/times requested: _____

2. Tour is approved for the following alternate dates/times: _____

3. Tour is not approved at this time:

Signed: _____ Date: _____
 Department Manager

Note: *Fax or Mail to Tour Group Contact Person when signed by Dept. Manager. Route completed form to District Offices for information purposes.*