

**Las Gallinas Valley Sanitary District**  
**300 Smith Ranch Rd**  
**San Rafael, CA 94903**  
**Ph: 415-472-1734**  
**Fax:415-499-7715**

**PUBLIC TOUR REQUEST FORM**

**District Contact Person:** \_\_\_\_\_

After completing form, fax to District Contact Person noted above:

1. Tour Group Contact Person: Name: \_\_\_\_\_ Date \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Best time to Call: \_\_\_\_\_

2. Purpose of Tour: \_\_\_\_\_

3. Dates & Times desired by Tour Group: \_\_\_\_\_

4. Date/Time limitations of Tour Group: \_\_\_\_\_

5. Tour time period 1<sup>st</sup> choice: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
2<sup>nd</sup> choice: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Note:** Standard tours generally take around 1 hour

6. Ages and /or Grades:  2<sup>nd</sup>-4<sup>th</sup> grade (7-10years)      Required Student/Adult ratio:  
 5<sup>th</sup>-6<sup>th</sup> grade (10-12years)      1 adult per 5 students needed  
 7<sup>th</sup>-8<sup>th</sup> grade (12-14years)      1 adult per 7 students needed  
 9<sup>th</sup>-12<sup>th</sup> grade (High School)      1 adult per 10 students needed  
 College      None  
 Adults      None

7. Approximate size of the tour group: \_\_\_\_\_ (no. of students) \_\_\_\_\_ (Plus adults) \_\_\_\_\_ (Total)

8. Are there any physical or other limitations that staff should be aware of? \_\_\_\_\_  
\_\_\_\_\_

**Note:** *If you have not received confirmation from LGVSD within 2 days, call the District Contact Person*

To be completed by Las Gallinas Valley Sanitary District

a. Tour is approved for the dates/times requested \_\_\_\_\_  
b. Tour is not approved at this time:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
District authorized signature

**Note:** Fax or Mail to Tour Group Contact Person when signed by District.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_