

Las Gallinas Valley Sanitary District
300 Smith Ranch Rd/ Admin office location – 101 Lucas Valley Road, Suite 300
San Rafael, CA 94903
Ph: 415-472-1734
Email-tlersch@lgvsd.org

PUBLIC TOUR REQUEST FORM

District Contact Person: Teri Lerch

After completing form, email 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 1st choice: _____ am/pm to _____ am/pm
2nd choice: _____ am/pm to _____ am/pm

Note: Standard tours generally take around 1 hour

6. Ages and /or Grades: 2nd-4th grade (7-10years) Required Student/Adult ratio:
 5th-6th grade (10-12years) 1 adult per 5 students needed
 7th-8th grade (12-14years) 1 adult per 7 students needed
 9th-12th 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? _____

9. PLEASE CONSIDER THE LIMITED PARKING AVAILABILITY AT THE DISTRICT FACILITIES. A SHUTTLE SERVICE FROM MCINNIS SPORTS FIELDS HAS WORKED WELL FOR PAST PLANT TOURS.

Note: *If you have not received confirmation from LGVSD within 5 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: _____

