



# Dr. Hector P. Garcia Memorial Library

## TOUR APPLICATION

Date of Tour	Day of the Week	Time (From)	Time (To)
Name of Organization			
Contact Person		Title	
Address			
Telephone(s):			
Business		Cell	
(956)		(956)	
Expected Attendance:			
Adults	Children	Age of Group	
Confirmed by:		Date:	

**WHAT THE REQUESTER MUST DO:**

1. Complete a tour application at least two weeks in advance of the tour date.
2. Agree that a tour group can be no larger than 30 individuals or one class of students.
3. The teacher and additional adult supervisors shall accompany class tours.
4. A teacher may elect to conduct a class tour.

THESE REQUIREMENTS MUST BE MET OR THE TOUR WILL BE DENIED.

**WHAT THE LIBRARY WILL PROVIDE:**

1. Tours will be age appropriate, educational and interesting.
2. Tours may be scheduled Monday through Friday. Due to limited staff, tours are not available on weekends and evenings.
3. Tours will be scheduled when the librarian in charge of that department is scheduled to be in the library.
4. Tours will not be scheduled during already-scheduled programs. If a department already has a schedule program, a tour cannot be scheduled at the same time.
5. Tours will not exceed one hour in length.

I understand what is expected of me as the requester. If any of the guidelines are broken we are subject to denial of our tour.

\_\_\_\_\_  
Contact Person's Signature

\_\_\_\_\_  
Date