



FACILITY USE /TOUR REQUEST FORM

REQUEST GUIDELINES

Thank you for your interest in visiting a facility operated by the City of Sacramento's Department of Utilities (DOU). We are happy to consider your request. We ask that you take a moment to read and understand the DOU guideline information provided below. In addition, for safety, security, and scheduling reasons, we ask that you complete this request form. Once completed, the form can be emailed to the DOU's Security & Emergency Preparedness Unit, DOUSecurity@cityofsacramento.org or submitted via Fax: (916) 265-2506. If your request is approved, you will receive confirmation indicating the time and location. Thanks again for your interest and cooperation.

DOU Facility Tour Requirements

All requests must be submitted using the DOU Facility Use/Tour Request Form. For scheduling reasons, all requests must be submitted at least three weeks in advance. Tours are limited to ages 10 and above. Due to security reasons, a list of all participants, including names and date of birth and their organizational affiliation must be submitted to DOU prior to the date of the tour or event. In order to gain access to the DOU facility on the day of the event or tour, a government issued, or student picture ID of each participant is required. Video equipment and photographs will not be allowed on the tour and are very limited for events. All participants must wear closed toed shoes.

DOU has the right to refuse a request for safety, security or operational reasons.

Details of Request

Requesting Name / Organization: _____

Purpose of the visit: _____

Contact information: Daytime phone _____ Cell _____

Email _____

Requested DOU facility: _____

Preferred date of request: 1st choice _____ 2nd choice _____

Preferred time of event/tour (check one): Morning _____ Afternoon _____ Any _____

Estimated number of visitors: _____

Please submit a list of each Tour participant's full name, date of birth, and organization or affiliation on a separate page along with this request form. Failure to do so may delay your request.