



**Water Treatment Plant Tour Request Form**

**School/Professional Group**

McAllen Public Utility offers free, appointment only, tours to the public and for school students. Tours are booked on a first-request basis and offered Monday through Friday during daylight hours at our North and Southwest Water Treatment Plants. We also offer tours of the North Wastewater Treatment Plant for professional groups, High School students, and University students on a case-by-case basis.

We can accommodate up to 30 people in each tour group. For grades 3rd through 7th, we require chaperones at a 1:10 ratio. For grades 8 and up, we require chaperones at a 1:15 ratio. Tours last approximately one hour. To sign up, please submit a Tour Request Form at least two weeks in advance to [jsalinas@mcallen.net](mailto:jsalinas@mcallen.net) or call 956-681-1700 for additional options.

Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Group/School: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Grade Level(s): \_\_\_\_\_

Adults: \_\_\_\_\_ Children (over age 8): \_\_\_\_\_ Total: \_\_\_\_\_

Requested Date	Requested Time Slot
1 <sup>st</sup> Choice _____	1 <sup>st</sup> Choice _____
2 <sup>nd</sup> Choice _____	2 <sup>nd</sup> Choice _____

Please tell us if your group has any particular topic areas of interest (ex. Careers, water cycle, chemistry, ECT.). \_\_\_\_\_  
\_\_\_\_\_

After completing the request process, you will receive a confirmation e-mail. Once a tour is booked, a liability form must be completed by each person attending. (If under the age of 18, a parent or legal guardian must sign.) These are brought in on the date of the tour. Please review guidelines with tour attendees.



### Treatment Plant Tour Guidelines

Thank you for your interest in visiting McAllen Public Utility Water Treatment Plants. We are committed to providing a wonderful experience for all our guests. The following are guidelines, which we require that you read, agree to, and sign prior to your group visiting our location. Please review guidelines with tour attendees.

- Tours involve quite a bit of walking (possibly on uneven surfaces) and stair climbing. We can modify the route to accommodate wheelchairs, canes and walkers. But, we have no facilities for, and cannot accommodate, young children, infants, or strollers.
- Visitors must be adequately dressed and prepared for a variety of weather conditions. Long pants and closed toed shoes are required. (Preferably athletic shoes.) No shorts, skirts, flip-flops, sandals, or open-toed shoes allowed. Those not wearing the appropriate attire may be turned away from taking the tour.
- All visitors must be at least 8 years old or in the 3<sup>rd</sup> grade.
- Always follow the directions of the tour guides.
- Feel free to take pictures but stay with the group to avoid being left behind and always watch your step.
- Be mindful of the people working throughout the plant. Treatment plants are in operation 24 hours a day, seven days a week.
- Never touch any switches, buttons or equipment.
- Please be advised that due to security issues we reserve the right to refuse anyone from taking part in a tour and to cancel tours in the event of a Plant or City emergency.
- Upon entering McAllen Public Utility facilities, visitors authorize MPU to the use of photos, quotes or video footage from tours for the purpose of marketing.

Thank you for your cooperation!

I agree to follow the above guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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*For MPU Staff Use:*

Date and Time Request Received: \_\_\_\_\_

Tour Status: Confirmed    Cancelled

Confirmed Tour Date & Time: \_\_\_\_\_

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

Confirmation Sent On: \_\_\_\_\_

\_\_\_\_\_

Email/Phone