|  |  |  |  |
| --- | --- | --- | --- |
| Date of inquiry |       | Inquiry received by/initiated by |       |
| Requested tour date (not guaranteed) |       | Requested time |       |

|  |
| --- |
| **HRL HOST (if you were invited)** |
| Name |       | Additional HRL Hosts (1 per 6 guests) |
| Laboratory/Org code |       |                      |
| Extension |       |
| Email |       |

|  |
| --- |
| **VISITORS** |
| Organization  |  |
| Contact Name |       |
| Address |       |
| Email |       |
| Telephone |       |

|  |
| --- |
| **NUMBER OF GUESTS** *(A complete list will need to be provided to Security with Visitor’s Authorization form prior to visit)* |
| Adults: |       | Minors: (13 to 17): |        | Due to Government regulations, we cannot allow non-US Persons on our campus |
| Any guests with special needs (explain)?:      |

|  |
| --- |
| Additional Comments/Requests? |
|       |

Demos will be provided based on HRL’s availability of both our staff and space. Different topics may be shown to different groups. We cannot guarantee that a particular topic will be demonstrated.

Each tour will consist of 4 demos, each approximately 20 minutes in length. Our campus is built on a steep hill, and guests will be required to use stairs (unless special arrangement is made) to go from demo space to demo space.

Guests can bring a sack lunch and lounge on our ocean view patio after the tour for one hour.

INSTRUCTIONS

* Guests will assemble in the Building 250 Lobby where they must register with the security guard on duty.
* Tours will be escorted by HRL Staff members. Large groups will be split into smaller, more manageable groups.
* Guests are never allowed to roam though our campus unescorted.
* If a guest needs to break from the group for a bathroom break, the whole group must wait for him/her.
* Guests will be brought to each location according to the schedule that was approved by the tour committee.
* As a courtesy to the demo hosts, it is the responsibility of the HRL host to keep the tour moving and to stay on schedule.
* Guests are absolutely not allowed to take photos or record audio/video inside the buildings but a group photo can be taken on the steps of Building 250 by the Koi pond, on the Ocean Patio or Dining Center Patio.
* If an emergency arises, call immediately X3333 and state the emergency.
* If you have questions, please contact Media Services at x5321 or Security at x5364