

## Group Tour Request Form

Complete this form and email it to [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu) .

This form will be faxed back to you confirming your visit, KVCC contact person, and arrival time and location.

School Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact's Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact Fax #: \_\_\_\_\_

Lead Chaperone: \_\_\_\_\_ Cell for Day of Visit: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time to Arrive: \_\_\_\_\_ Depart: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

**Requesting (check all that apply):**

Fairfield Campus Tour

Hinckley Campus Tour

A Space to Eat Lunch

Focus on \_\_\_\_\_ Program

**Additional Information:**

**For KVCC Office Use Only**

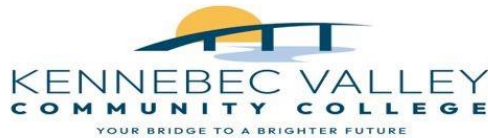
Your KVCC Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Drop-Off Site: \_\_\_\_\_ Pick-Up Site: \_\_\_\_\_

Teresa Smith  
Director of Enrollment  
453-5155

Wendy Martin  
Assistant Dean of Enrollment Management  
453-5082



## Group Tour Procedures

Thank you for your interest in visiting the KVCC campuses. We are pleased to welcome visitors. The following notes are designed to make your visit enjoyable and informative.

**Please note the following so that your tour may be as safe and comfortable as possible:**

- We require advanced notice of five (5) business days to arrange tour guides to accommodate your group.
- We recommend that schools try to provide a student to chaperone ratio of 10:1.
- Because the tour involves both inside and outside walking, on paved and unpaved surfaces, visitors are strongly encouraged to wear sturdy, closed-toe shoes (no sandals, slippers or flip-flops). Additionally, guests should be aware that for safety reasons loose clothing and/or bare skin are not permitted in some laboratory and classroom spaces. At all times, guests are encouraged to dress accordingly for cold, windy and/or wet weather conditions.
- If your visit brings you to KVCC at lunchtime, we are happy to provide a space for your group to eat the school lunches you bring with you. It is also possible for you to pre-order food from a local vendor and have it delivered to the College (ie. pizzas). Just let us know you need a space, and we will let you know where the food can be delivered on that day.
- If you wish to tour both campuses in one day a total of three (3) hours is required. A brief admissions presentation and tour of the Fairfield campus requires approximately 90 minutes. The travel time between Fairfield and Hinckley is approximately 20 minutes. The Hinckley campus tour takes approximately 45 minutes. Please consider this when planning your arrival and departure times.
- Whenever possible, we will accommodate groups with a specific interest (such as agriculture, nursing or culinary arts) who wish to meet with program faculty or see labs. However, please be aware that some classrooms and laboratories may be in use, and the faculty may be teaching classes during your scheduled tour time. Therefore, they may be unavailable to speak with your group.
- If the College closes due to bad weather, or has a weather delay that extends beyond the time of your arrival, the visit will be cancelled and will need to be rescheduled at a later date. Information regarding delays and closures can be found on our website at [www.kvcc.me.edu](http://www.kvcc.me.edu) or by calling 453-5000.
- **The person listed as the main contact for your group needs to contact the KVCC staff member assigned to your group three (3) days prior to your visit to confirm or update the number of guests anticipated. Phone numbers for KVCC staff are listed on the Request Form.**

*We Look Forward to Your Visit!*

**Kennebec Valley Community College**  
92 Western Avenue, Fairfield, Maine 04937  
(207) 453-5000 Fax (207) 453-5010