



KVCC Group Tour Request Form

Complete this form and email it to kvccadmissions@mainecc.edu .

This form will be returned to you confirming your visit date, Admissions contact person, arrival time and location.

School Name: _____	
Contact Name: _____	Contact's Phone: _____
E-Mail: _____	
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):	
<input type="checkbox"/> Fairfield Campus Tour	<input type="checkbox"/> Hinckley Campus Tour
<input type="checkbox"/> A Space to Eat Lunch	<input type="checkbox"/> Focus on _____ Program(s)
Additional Information:	

For KVCC Office Use Only	
Your KVCC Contact: _____	Phone: _____
Drop-Off Site: _____	Pick-Up Site: _____

Wendy Martin
Asst. Dean of Enrollment Management
453-5082

Corey Pelletier
Asst. Director of Enrollment
453-5815

Teresa Smith
Director of Enrollment
453-5155

Group Tour Procedures

Thank you for your interest in visiting the KVCC campuses. We are always pleased to welcome visitors.

Please note the following so that your tour may be as enjoyable, 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 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!