



CENTRAL MARIN SANITATION AGENCY Facility Tour Package



Thank you for your interest in our Agency. Included in this package are the instructions and information to conduct an informative and successful tour. Please feel free to contact CMSA at 415-459-1455 if you have questions or need further information.

Learn more about CMSA on our website:

www.cmsa.us

Please read the information provided below, complete and return the following:

- **CMSA Tour Group Information Form**
(to be filled out and submitted by **Tour Coordinator only**)
- **CMSA Tour Waiver and Release**
(to be filled out by **all Tour Attendees**)

IMPORTANT INFORMATION

Where to Go:

**Central Marin Sanitation Agency
1301 Andersen Drive, San Rafael, CA 94901**

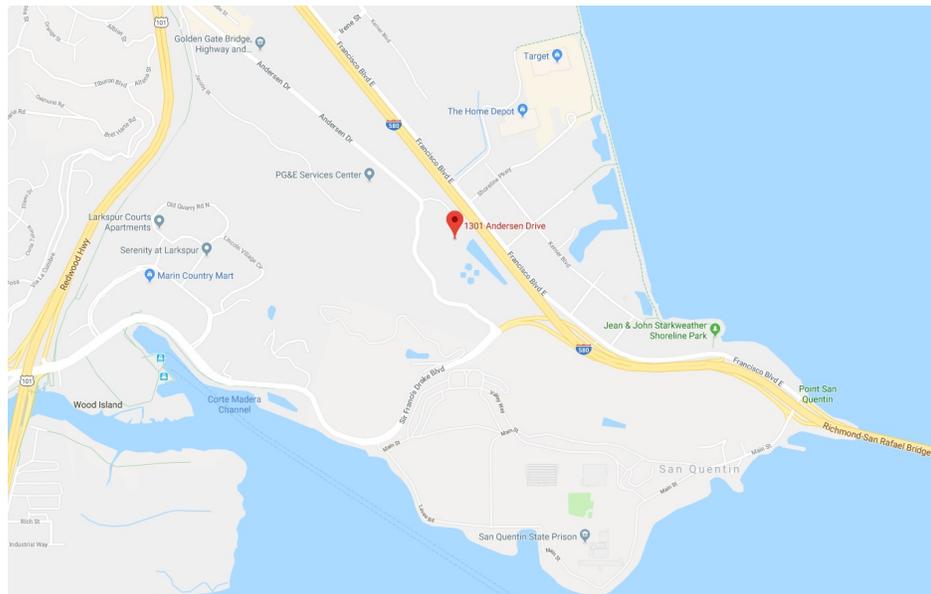
Upon arriving at our facility, please park in the visitor parking area, and assemble at the flag pole in front of the Administration Building. Once all tour attendees have gathered, let the staff at the front desk know you have arrived.

What to Know:

Your safety is our first priority. Please be aware that this is an operating wastewater facility with inherent safety hazards. Please adhere to the following safety guidelines:

1. Stay together as a group.
2. Wear closed-toe shoes.
3. Wear the safety glasses provided by staff at all times.
4. Refrain from touching or stepping into any liquids and other materials.
5. Stay clear of rotating or moving equipment.

Please be advised that late arrivals will not be able to join the tour. Please leave cell phones and tablets in your vehicle, as they are not allowed in some areas of the facility. Tours requests from individuals and small groups are scheduled together by CMSA staff for efficiency purposes.





CMSA Tour Group Information

Tour Group Contact Person: _____

School/Organization: _____

Phone: _____ Email: _____

Address: _____

Purpose of the Tour: _____

Proposed Tour Date: _____ Proposed Tour Time: _____

Note: Standard tours generally take 1-2 hours.

Tours are scheduled during normal Agency business hours (8:00 a.m. – 4:00 p.m.)

SCHOOL TOURS

| <u>Student/Adult Ratio:</u> | <u># of Students</u> | <u>Required # of Adults</u> |
|-----------------------------|----------------------|-----------------------------|
| 3rd – 4th grades | _____ | /3 = _____ |
| 5th – 12th grades | _____ | /15 = _____ |

Grade Level of Students: _____

Total Number of Tour Participants: _____ (Students and Adults)

- Tour Groups for Grades 5 and above require at least one adult for each 15 students.
- Tour Groups for Grade 3 and Grade 4 require at least one adult for each three students.
- Tours are not offered to students below Grade 3.

ADULT TOURS

18 years and above

Number: _____

Are there any physical or other limitations that staff should be aware of?



**CENTRAL MARIN SANITATION AGENCY
TOUR WAIVER AND RELEASE**

For and in consideration of permitting [ENTER NAME: _____]
to participate in a public tour of Central Marin Sanitation Agency (CMSA) at 1301 Andersen Drive, San Rafael, California,
94901 on [ENTER DATE: _____], the undersigned hereby VOLUNTARILY RELEASES,
DISCHARGES, WAIVES AND COVENANTS NOT TO SUE CMSA, ITS DIRECTORS, OFFICERS, AGENTS, AND EMPLOYEES
(RELEASEES) for any and all loss, liability, expense, claims, suits, and damages, including attorneys' fees, arising out of or
resulting from my participation in tours including, but not limited to, negligent acts, errors or omissions, or willful
misconduct of CMSA or any other participant which causes the undersigned property damage, injury, or death.
Additionally, by signing this agreement, I further release the RELEASEES from any and all claims and liabilities for injuries
or property damage arising from my own negligent acts, errors or omissions, or willful misconduct.

The undersigned further agrees to indemnify, defend and hold the RELEASEES harmless from and against any loss,
liability, expense, claims, suits, and damages, including attorney's fees, that arise out of or result from my participation
in tours, and/or presence on CMSA property.

The undersigned acknowledges that I am aware of the risks inherent in tours and VOLUNTARILY elect to accept all risks
associated with tours and my entry onto CMSA property to participate in tours.

I grant CMSA the right to take photographs of me or my child when participating in an Agency tour. I authorize the
Agency to use and publish the same in print or electronically. I agree that CMSA may use such photographs with or
without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising,
web content, presentation, or media related purpose.

The undersigned acknowledges that I have read this document and understand that it is a release of all claims and
assumption of all risk inherent in tours. I am fully aware of the legal consequences of signing this document and I
voluntarily sign my name evidencing my acceptance of the above provisions.

(Signature of Attendee)

(Street Address)

(Print Name)

(City, State, Zip Code)

(Date)

(Phone Number)

In the event that the volunteer applicant is under the legal age of consent, this form must be signed by a parent or legal
guardian.

(Signature of Parent/Guardian)

(Street Address)

(Print Name)

(City, State, Zip Code)

(Date)

(Phone Number)