

## Des Moines WRF Tour Policy

- Tours are free and typically held between the hours of 8:00 a.m. and 2:30 p.m.
  - Special arrangements may be possible provided adequate notice
  - Tour reservations should be made at least 4-5 weeks in advance and are on a first-come, first-served basis
  - Des Moines WRF reserves the right to cancel or deny tours at any time for any reason
- Tours typically take 2 to 3 hours, beginning with briefing and then driving/walking tour of the facility
  - Appropriate dress is mandatory for all tours, including, closed-toed walking shoes and appropriate dress for expected weather
  - Due to safety concerns, visitors with inappropriate dress will not be permitted to tour our facility
- The age minimum for tour participants is 3<sup>rd</sup> grade and 8 years old
- The minimum group size is 5 people and the maximum group size is 25 with a minimum of 1 teacher/chaperone for every 5 students for elementary and middle school age students and one teacher/chaperone for every 10 students/tour participants in high school, college, or older
  - For security purposes, we require a complete list of tour participants at least 1 week prior to the tour
- All tour participants must be escorted at all times by a Des Moines WRF-designated tour guide. Any person deviating from the guided tour may be escorted from the facility
- Due to limited parking, we recommend carpooling as parking space is limited. Carpooling is also beneficial as it reduces environmental impacts due to vehicle emissions.
- Please plan on arriving 10-15 minutes ahead of your scheduled tour time to allow adequate time to come through security. Tours will start on time. If you are running late, please call 515-323-8000.
- To request a tour or a speaker, contact the WRF at (515) 323-8000 with the following information:
  - Contact name and phone number
  - Company or organization name and phone number
  - Mailing and e-mail addresses
  - Requested date and time
  - Number of visitors, teachers/chaperones, and vehicles
  - If we're able to accommodate your tour request, we'll email confirmation