



High Roller Base Tour Request Form

Base tours are run Tuesday to Friday, from 8:30 am - 11:00 am. We do not allow more than 40 per tour group.

Requestor Information:

Organization Requesting Tour: _____
Organization Point of Contact: _____
Phone: _____ Email: _____

1. Requested tour date:

First Choice	Second Choice	Third Choice

2. Number of people in group: _____

3. Grade range of members in tour group:

Kindergarten to 3rd Grade	4th Grade to 8th Grade	High School	Adults

4. How many vehicles in your group (license plate numbers required)

Autos	Vans	Buses

5. Place X under area requested to be toured:

Flightline	Fire Dept.	Security Forces	AFE/OPS	Aerial Port

6. Any special group needs, handicapped requirements: _____

7. Do you have a sponsor at the base, yes or no. _____ If yes, who: _____

Required:

- This form filled out and signed.
- The **Access List** with complete list of names (first and last) of ALL visitors, including drivers and license plate numbers of all vehicles, **At least 14 calendar days prior to tour date.** (Names and social security numbers of tour attendees over the age of 14 will be given to the 152nd SFS for security purposes.)
- **Tour Requests** must be made at least **30 days prior to tentative date(s)**. If requested date is full, please indicate your 2nd choice.
- Large groups such as schools, churches, organizations, etc., must provide one adult escort for every 10 children.
- Groups with fewer than 10 people or greater than 40 people will be given tours only under special circumstances as determined by the 152AW Public Affairs office and Wing Commander.

Please e-mail complete form to:

Public Affairs Distro List: 152aw.pa@us.af.mil (775)-788-4515

Due to mission requirements, base security, as well as weather events, a tour may be cancelled with little notice. All base tour requests will be checked to ensure they do not conflict with operational base requirements.

Please read the paragraph below and sign (or electronically sign):

I understand that all requests will be considered, but this request does not guarantee a tour. Due to operational requirements, the 152nd Airlift Wing Public Affairs office will only conduct a limited number of tours. I understand that if my request is approved and scheduled, it is subject to change or cancellation with little or no notice due to mission requirements. Additionally, inclement weather may result in cancellation. In case of cancellation, I will be contacted as expediently as possible by the Public Affairs staff. I understand that I am responsible for my group, and I will provide necessary information regarding this group.

Signature

Date