APPENDIX T

FACILITY TOUR POLICY

The District owns and operates a number of different types of facilities in order to obtain, treat, and distribute water to its customers. These include the main office and maintenance yard, Water Conservation Garden Park (future), Palmdale Water Treatment Plant, Wind Turbine, Hydroelectric Turbine, Palmdale Dam and Reservoir, and the Littlerock Dam and Reservoir Recreation Area. The District also recognizes the importance of allowing these facilities to be available under certain conditions for public and educational tours. This policy establishes the conditions and requirements for various types of tours.

The security of the District's facilities and safety of those involved on a tour are very important. Therefore, tours will not be conducted during periods of "High (Orange)" Security Levels or above as established by the Department of Homeland Security, during construction activities at facilities, or during adverse weather conditions. Otherwise, tours may be scheduled by the District as demand exists and staffing allows.

The District will require all groups to provide liability waivers from or insurance coverage for tour participants as determined necessary. A description of the different types of tours offered and the rules for each are as follows:

Grade School Age Students and Youth Organizations

These tours will provide general information about the facilities and may include lunch trips to Littlerock Dam and Reservoir. Rules for these tours are as follows:

- The District may assist with school transportation costs to the extent provided in the approved budget;
- Only one tour with a maximum of sixty (60) students/ youth will be conducted per day;
- A ratio of one adult to ten (10) students/youth is requested. No tour will be conducted if the ratio is less than one adult to fifteen (15) students/youth;
- Adults included in the tour will be required to provide photo identification and sign an attendance sheet;
- Student/youth behavior and any necessary discipline will remain the responsibility of teachers and/or any accompanying adults;
- Disruptive behavior or failure to follow instructions may result in cancellation of the tour;
- No recording devices, video or still cameras of any kind will be permitted.

High School and College Age Students and Youth Organizations

These tours will provide more detailed information about the facilities. The focus will be on using mathematics, chemistry, and other sciences in a practical manner. Rules for these tours are as follows:

- Only one tour with a maximum of twenty (20) students/ youth will be conducted per day;

- A ratio of one adult to ten (10) students/youth is requested. No tour will be conducted if the ratio is less than one adult to twenty (20) students/youth;
- Students/youth will be required to sign an attendance sheet;
- Adults, including students eighteen years old and older, will be required to provide photo identification and sign an attendance sheet;
- Unless otherwise approved by the General Manager, all attendees will leave their private vehicles at an offsite location;
- Student/youth behavior and any necessary discipline will remain the responsibility of teachers and/or any accompanying adults;
- Disruptive behavior or failure to follow instructions may result in cancellation of the tour;
- No recording devices, video or still cameras of any kind will be permitted.

Agencies, Governments, Vendors, Trade Associations, and Others

The subject of these tours will vary as to the interest of the group requesting the tour. Rules for these tours are as follows:

- Tour attendees will be required to provide photo identification, a second form of identification and sign an attendance sheet;
- Unless otherwise approved by the General Manager, all attendees will leave their private vehicles at an offsite location;
- No recording devices, video or still cameras of any kind will be permitted.

ADOPTED BY THE BOARD OF DIRECTORS OF PALMDALE WATER DISTRICT
AT A REGULAR MEETING HELD APRIL 26, 2004