

## Request for Facility Tour

### Request Information

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Tour Requestor: \_\_\_\_\_  
*Last* *First*

Title/ Position: \_\_\_\_\_

Date of Tour Request: \_\_\_\_\_ Course #: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Time of Tour : \_\_\_\_\_

**Tour Length of Time:**

<input type="checkbox"/> 30 Minutes	<input type="checkbox"/> 60 minutes	<input type="checkbox"/> 90 Minutes
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**Facility Options:**

<input type="checkbox"/> Siegel Recreation And Activities Center (Kennesaw Campus)	<input type="checkbox"/> Recreation and Wellness Center (Marietta Campus)	<input type="checkbox"/> The Perch	<input type="checkbox"/> The Owls Nest
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**Additional Tour Accommodation Requests:**

\_\_\_\_\_  
*Signature* *Follow – up Contact Information* *Date*

If accepted, confirmation will be sent to the professor or department head for processing.

### Confirmation of Offer

Follow – up : \_\_\_\_\_

Status of Offer:     Accepted     Declined