130th Airlift Wing Base Tour Request Form

McLaughlin Air National Guard Base

1679 Coonskin Drive, Charleston, WV 25311
(304) 341-6249
Visit us on the web at www.130aw.ang.af.mil

Please call with the following information OR mail your request to the address above OR email your request to usaf.wv.130-aw.list.public-affairs@mail.mil

ORGANIZATION NAME:_____
TYPE OF ORGANIZATION:_____
GROUP POINT OF CONTACT:_____
ADDRESS:_____
EMAIL:_____ **CELL:**_____ **WORK:**_____
DATE REQUESTED:_____ **ALTERNATE DATE:**_____
GROUP SIZE (MAX 40):_____ **GROUP GRADE(S)/AGE(S)**_____
 # OF ADULTS (10 AND Older):_____ **# OF YOUTH (UNDER 18)**_____
MODE OF TRANSPORTATION:_____
PURPOSE FOR VISIT/TOUR:_____
SPECIAL REQUIREMENTS/ACCOMMODATIONS:_____

IMPORTANT INFORMATION REGARDING BASE TOURS:

- No tours will be given on drill weekends, federal holidays or during exercises.
- Tours are limited to not more than two hours; please arrive 10min prior to your scheduled time.
- All requests are processed on a first-come, first-serve basis.
- Tour participants are not permitted to operate military equipment when there is a safety risk.
- Tour participants must be under the supervision of an adult escort and military escort at all times.
- Tour participants will follow the direction of the military escort at all times.
- Tour participants 18 and older must present a valid driver's license/ID card to be allowed on the base.
- Tours are subject to change or cancellation depending on mission requirements.
- Initial in the space to indicate understanding and agreement with the above directives.

*****FOR INTERNAL USE ONLY*****

DATE RECEIVED:_____

TOUR GUIDE(S)/SPONSOR(S):_____

INFORMED OF GROUND RULES:_____ DATE OF TOUR:_____

EVENT/ACTIVITY	TIME	CONFIRMED/POC