



# Muskegon County Airport

## AIRPORT TOUR/FIELD TRIP REQUEST Bringing Muskegon Airport to YOU!

Thank you for your interest in visiting Muskegon County Airport. In order to conduct a safe, fun, and educational experience for our guests, we ask that you observe our guidelines for field trips/tours. This form is for field trips/tour **requests only**. It **does not** schedule your field trip/tour. You will be contacted by phone or email with any additional questions and to confirm the scheduling process. The Airport has a small staff so we ask that you please allow a minimum 3-week prior notice for tour scheduling so that we may accommodate your request. All tours are subject to staff availability.

Field trips/tours are available **Tuesday through Thursday**, between the hours of **9:00 a.m. and 11:00 a.m.** or **1:00 p.m. and 3:00 p.m.** All students must be at least **10 years of age or older**. The maximum number of students/attendees per field trip/tour is twenty (20) at any one time. Allow one (1) chaperone per each group of ten (10) children.

### School/Company/Organization Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Contact Information

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

### Group Information

Number of Attendees: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Age of Students: \_\_\_\_\_

Special needs/accommodations:  YES  NO

If yes, please specify: \_\_\_\_\_

Please fax or email the completed form to:

231-798-7728 or [info@flymkg.com](mailto:info@flymkg.com)

## Tour Guidelines

Muskegon County Airport (MKG) is proud to offer free tours to various groups for specific areas of the Airport. The following Policy has been written to reflect the Rules and Regulations that coincide with the airport's safety & security procedures and those of the Transportation Safety Administration (TSA).

- Please schedule a tour at least three (3) weeks in advance to allow sufficient time to meet your request. Requests by walk-ins will not be considered.
- Tours are scheduled on a first come, first served basis.
- The requesting group must contact the Airport at least one (1) week prior to the tour date to confirm.
- A maximum of twenty (20) persons will be allowed to tour the Airport at one time.
- The group shall provide at least one (1) chaperone per ten (10) students.
- The Airport will provide notification of the cancellation of a tour at least twenty-four (24) hours prior to the scheduled date; however, there may be instances where a shorter cancellation notification may be required. The Airport bears no responsibility for cost incurred for any cancellations.
- Any participant that does not follow the lead of the Airport Representative conducting the tour may cause the immediate cancellation of the tour and denial of any future tour request made by the represented organization.
- All persons attending may be required to consent to screening by the TSA if entering into the passenger seating area. All security regulations will apply.