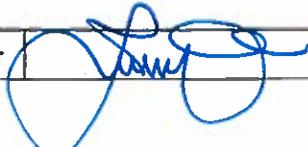




City of St. Helena
Administrative Policy
Public Works

Policy
Facility Tours

Page 1 of 4

Title: Facility Tours	Policy #	P-PW-0001
	Revision #	002
	Implementation Date	2016-02-08
	Last Update Date	2016-08-11 KR
Approval by City Manager 	Date Approved	2016-02-09

I. Purpose, Overview and Scope of this Policy

The purpose of the Facility Tour Policy is to establish guidelines for tours administered by the Public Works Department. The City of St. Helena is proud to welcome individuals and special groups to tour our facilities. Tours are free of charge, and site-tours are designed to provide an educational and informative opportunity to the residents of St. Helena and interested members of the public.

The City owns and operates a number of different types of facilities in St. Helena. The City 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.

II. Authority

This policy is an implementation of the City Manager's authority under the City of St. Helena's Municipal Code and shall take precedence over any inconsistent provisions of prior approved Personnel or Administrative policies. To the extent any previous administrative policies or administrative direction issued by the City Manager is inconsistent with this Policy, those inconsistent policies and directions are hereby repealed and rescinded.

III. Policy

A. Security

The security of the City's facilities and safety of those involved on a tour are of utmost importance. Therefore, tours will not be conducted during periods of elevated security levels or above as established by the Department of Homeland Security, during construction activities at facilities, during adverse weather conditions or as otherwise determined by the City Manager. Otherwise, tours may be scheduled by the City as demand exists and staffing allows.

B. The City will require all groups to provide liability waivers and/or insurance coverage for all tour participants as the City Manager or Director of Public works determines necessary.

C. The City of St. Helena has established the following rules:



City of St. Helena
Administrative Policy
Public Works

Policy
Facility Tours

Page 2 of 4

- The City Manager reserves the absolute discretion and authority at all times and for any or no reason to cancel, suspend or reschedule any previously-scheduled tour(s), and to refuse to schedule any future tour(s). Tour participants assume the sole and complete risk of such cancellation etc., and shall solely bear all costs and expenses arising from or connected therewith. The City shall have no liability or responsibility for such costs or expenses.
- The City Manager further reserves the absolute discretion and authority to modify, depart from and/or allow exceptions to these rules as he/she deems necessary and appropriate for the efficient operation of City affairs, business and facilities, and/or for the health, safety and/or welfare of the City.
- Tours are not offered on City holidays or weekends and are subject to staff availability
- Tours must be requested at a minimum of two (2) weeks in advance
- Minimum age requirement to participate in the tour is nine (9) years old
- Schools must provide at least one adult chaperone for every ten (10) children
- Children participating as part of a school field trip do not need separate waiver if one has been requested by the school and signed by the parent or guardian
- The maximum number of individuals per tour is thirty (30); the minimum number of individuals per tour is six (6)
- Adults (over the age of 18) must provide government issued photo identification (i.e. driver's license, military ID, etc.)
- Completed waiver/release for every individual member of the tour must be presented to the City tour guide prior to the tour
- Backpacks, briefcases, cameras, and similarly sized, larger bags and parcels, as determined in the discretion of the tour guide are prohibited during tours in any St. Helena facility
- cell phones, video recording devices, etc. are prohibited during tours in any St. Helena facility
- Appropriate dress, which includes long pants, closed-toe walking shoes, and clothing/accessories for expected weather, is mandatory for all tours. Due to safety concerns, visitors with inappropriate dress will not be permitted to tour the entire operational facility
- All tour participants must remain under the immediate control and guidance of the tour guide at all times. Any person or group deviating from the guided tour will be escorted from the facility tour and facility
- In case of emergency, disaster, rain or weather events, or other adverse conditions, the City retains the discretion to cancel, suspend or reschedule tours. Please call on the day of the tour to check on conditions/tour status, and/or confirm attendance or cancellation



- Tour participants must adhere to all safety and site-specific requirements of each facility. Failure to follow safety requirements will terminate the tour; the City reserves the right to cancel and/or deny a tour request
- Many City facilities for which tours may be scheduled are industrial areas that can be/are dangerous. For the safety and welfare of all, participants must adhere to the instructions, guidelines and safety procedures presented by the staff tour guide. Handrails and other safety features must be used wherever provided
- Parking is limited; please coordinate parking in advance when scheduling the tour
- The leader of the tour should come inside the reception area at the facility and sign in at the front desk. Other tour participants should remain outside of the Administration Building
- Special needs - When scheduling a tour, please notify the City Manager or Department Head supervising/approving the tour if there are any people in the group with a fear of heights or small spaces, or with disabilities or mobility limitations for which accommodation is needed. We have no facilities for strollers or infants and younger children
- Limited disabled access (numerous stairs, no elevators). Modified tours can be arranged
- No food or beverages are allowed, and there are no eating areas provided for tour guests, while on a City tour
- Additional information - Brochures and/or materials about the treatment processes, pollution prevention, water recycling, water conservation, and watershed protection may be available upon request
- The City Manager or Department Head supervising/approving the tour shall have the discretion to determine compliance with/violations of these rules/policies, and may exclude any person he/she determines to be in violation, and also may cancel, suspend or terminate any tour based on his/her determination of a violation

IV. Definitions

- A. None

V. Attachments

- A. Tour Waiver and Release of Liability Agreement

Tour Waiver and Release of Liability Agreement

City of St. Helena

In consideration for permission to enter upon the premises of the City of St. Helena for the purpose of taking educational tours of City facilities, I acknowledge and agree to each of the following:

1. Assumption of Risks

I understand that this tour is of a facility that may include dangerous and hazardous industrial areas or facilities, and that participation in the tour may involve substantial risk of injury, death and property damage. Specific risks include, but are not limited to, physical exertion (including stair climbing), tight spaces, dirt/mud, loud noise, odors, and unusual heat. I assume all risks connected with my participation in the tour. By signing this release, I represent, warrant and agree that I am medically, physically, and psychologically ready and able to participate in the tour. I fully assume and accept personal responsibility for any liability, injury, loss or damage in any way connected with my participation in the education tour.

2. Prohibition Against Photographs and Audio/Video Recording

I understand that I will not be permitted to take any photographs or any audio/video recordings while on the tour.

3. Rights by City of St. Helena

I give the City of St. Helena the right and permission to take and publish, reproduce, edit, exhibit, project, and/or display images or pictures of me, whether still, single, multiple, or moving, or in which I may be included in whole or in part, in color or otherwise, through any form of media (print, digital, electronic, broadcast or otherwise) online or elsewhere, for advertising, marketing, publicity, archival or any other lawful purpose.

4. Waiver and release of liability

I FULLY RELEASE AND DISCHARGE THE CITY OF ST. HELENA, ITS AFFILIATES, AND CONTRACTORS, AND THEIR RESPECTIVE CURRENT AND FORMER OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, REPRESENTATIVES, INSURERS, SUCCESSORS, AND ASSIGNS, BOTH INDIVIDUALLY AND IN THEIR REPRESENTATIVE CAPACITIES (COLLECTIVELY, THE "RELEASED PARTIES"), FROM, AND WAIVE TO THE FULLEST EXTENT ALLOWABLE BY LAW, ANY AND ALL CLAIMS AGAINST THE RELEASED PARTIES FOR ANY LIABILITY, INJURY, LOSS, COST, OR DAMAGE BASED UPON, ARISING OUT OF, OR IN ANY MANNER CONNECTED WITH MY PARTICIPATION IN THIS TOUR, WHETHER OR NOT CAUSED IN WHOLE OR PART BY THE NEGLIGENCE OR OTHER ACTS OR OMISSIONS OF ANY OF THE RELATIVES, PERSONAL REPRESENTATIVES, HEIRS, BENEFICIARIES, NEXT OF KIN, ASSIGNS, SUBROGEEES, AND ANYONE ELSE WHO MIGHT PURSUE ANY LEGAL ACTION OR CLAIM FOR ANY SUCH LIABILITY, INJURY, LOSS, COST, OR DAMAGE. I INTEND THAT THIS WAIVER AND RELEASE SHALL BE EFFECTIVE IMMEDIATELY.

I HAVE READ THIS RELEASE AND UNDERSTAND THAT I HAVE ACKNOWLEDGED FACTS AND GIVEN UP RIGHTS BY SIGNING IT. I AM SIGNING THIS RELEASE VOLUNTARILY.

Print Name

Signature of Participant
(or Legal guardian if participant is under 18
years of age)

Date