



WNMU

WNMU Museum Tour Agreement and Scheduling

I acknowledge that I have read the **Western New Mexico University Museum Visitor and Tour Policies and Code of Conduct** and agree to follow the guidelines listed in said document.

Name of Requestor (print)/Signature Date

Contact Name Title

Affiliation (School, University, Tour Group Name)

Mailing Address

Contact Number (cell, including area code) Contact Number (business, including area code)

Email Address

Proposed Tour Dates/Times: _____

Number of Tour Participants: _____

Number of Tour Leaders/Educators: _____ Number of Staff/Adult Companions (Parents for K-12): _____

DO NOT COMPLETE	THIS SECTION TO BE COMPLETED BY MUSEUM STAFF ONLY
Confirmed Tour Day _____ Tour Date _____ Tour Time _____	
Museum Staff Member(s): _____	
Confirmed # Participants _____ # Tour Leaders/Educators _____ #Staff/Adult Companions _____	
Prep Needed: _____	

Send completed form to:
 Stacey Heim
 Assistant Director/Operations Manager
 Re: Tours
 WMMU Museum
 P.O. Box 680
 Silver City, NM 88062
Stacey.Heim@wnmu.edu, (575) 538-6384

*If a donation or Scholar's Honorarium is requested, please mail or provide it at the beginning of the tour.