

**GROUP TOUR REQUEST**

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This form must be printed and either faxed or mailed. See 2<sup>nd</sup> page for number and address.

The group tour rate is \$3.50 per person. Groups must register in advance.

Tours last approximately 45 minutes and are available Tuesdays through Saturdays from 10:00 a.m. to 3:00 p.m.

**Today's date:**

**Requested date of visit:**

**Time of visit:**

**Organization:**

**Contact person:**

**Email:**

**Phone:**

**Address:**

**City, state, zip:**

**Number of people:**

(Maximum per tour is 25; larger groups will be split up.)

**Does the organization have liability insurance?**                      Yes                      No

**Are there any accessibility needs? (Explain.)**

**Cancellations:**

Please notify the Library as soon as possible if a cancellation needs to be made. A full refund will be issued if a cancellation is made at least one week prior to scheduled visit. No refund will be issued if cancellation is made less than one week from scheduled visit.

You must print this application and either send it via fax to 312-374-9314, Attn: Education Coordinator, or mail it to:

Education Coordinator  
Pritzker Military Library  
104 S. Michigan Ave., Suite 400  
Chicago, IL 60603

Please allow 3 business days to receive confirmation of your visit.