

COURT TOUR REQUEST FORM

SCHOOL: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

GRADE: _____ COURSE NAME: _____

SEPARATE FORM MUST BE SUBMITTED FOR EACH TOUR- MAXIMUM OF 5 TOURS PER SCHOOL

TELEPHONE NO.: _____ FAX NO.: _____

CONTACT PERSON: _____ TITLE: _____

EMAIL ADDRESS: _____

NUMBER OF STUDENTS: _____

TOUR LOCATION: CENTRAL ISLIP

DATE REQUESTED 1st Choice: _____

RIVERHEAD

DATE REQUESTED 2nd Choice: _____

REQUEST FORMS WILL NOT BE ACCEPTED PRIOR TO AUGUST 29, 2008

Due to the heavy demand the schedule fills up quickly - plan accordingly. The maximum group size allowed is **28** with a minimum of **10**. For tours consisting of over 20 students an additional teacher and or chaperone will be required. **Please note that handicapped access is available.**

Please complete and send to:

Thomas A. Honey
Chief Court Officer
Cromarty Court Complex
210 Center Drive
Riverhead, N. Y. 11901
(631) 852-1712
Fax (631) 852-1609



Requests can be submitted via mail, or facsimile.

A written confirmation will be faxed or emailed.

VERBAL REQUESTS WILL NO LONGER BE ACCEPTED

Tours are available for Suffolk County Schools only Grade 5 and up as follows:

Central Islip-Cohalan Court Complex
Tuesday, Wednesday, & Thursday
9:30 am to 12:30 pm

Riverhead - Cromarty Court Complex
Tuesday & Thursday
9:30 am to 12:30 pm

PLEASE NOTIFY THIS OFFICE AS SOON AS POSSIBLE IF YOU MUST CANCEL YOUR TOUR