

EDUCATIONAL TOURS PROGRAM AT THE OHIO DEPARTMENT OF AGRICULTURE

Tours of the Ohio Department of Agriculture (ODA) Campus are available and we encourage you to visit our wonderful Campus. The Department has numerous important and interesting responsibilities. We look forward to sharing them with you.

If you wish to visit, please complete the Educational Tour Request Form below and submit it to us. We will then contact you with available dates and times. Please also note the Campus Rules and Regulations which should be followed while you visit with us and the Acknowledgement and Waiver Form that must be completed by all attendees.

We look forward to visiting with you.

RULES and REGULATIONS

While at the Ohio Department of Agriculture (ODA) we want to make your visit with us as pleasant as possible. We ask that you keep a few things in mind:

1. Smoking: Smoking is prohibited in all State government buildings. Smoking must also be conducted sufficiently distant from all building entrances to avoid smoke entering the buildings.
2. Food & Drink: No Food or Drink is allowed in ODA buildings, except in designated areas.
3. Firearms: Firearms are not permitted anywhere on the ODA campus or in any ODA building.
4. Warnings: Obey all warning and caution signs. Stay behind all safety barriers. This is for your safety as well as the safety of ODA personnel.
5. Fire/Tornado: Obey all directions given to you by ODA personnel. In case of fire or extreme weather, such as a tornado, you will be given directions on where to proceed. There is also fire exit information posted on every floor of every campus building showing the nearest exit. There are also signs posted throughout the campus with information about the nearest tornado shelters.
6. Cell Phones: The use of cell phones is prohibited in some areas of the campus. We ask that you turn off your cell phone before arriving at the campus. Please see an ODA representative if you need to use your cell phone while on campus.
7. Loud Behavior: We would ask that while touring ODA buildings that you maintain conversational tones. Please feel free to ask questions, but unnecessarily loud talking and behavior distracts from the enjoyment of the other tour participants and is an unwanted distraction for ODA employees.

Thank you very much for spending time with us and for complying with these rules.

EDUCATIONAL TOUR REQUEST FORM

Ohio Department of Agriculture

Attention: Duanita Booker

8995 East Main Street

Reynoldsburg, Ohio 43068-3399

Tel. 614-644-5778

Fax: 614-728-6322



Company/Individual's Name: _____

Address: _____

Telephone No: _____

E-mail address _____

Contact Person: _____

Date(s) of Event: _____

Number of Participants: _____

Description: (Please provide information about your group that would assist us in making your visit safe and enjoyable). Attach additional pages as needed.

Animal Disease Diagnostic Lab

Amusement Ride Safety

Auctioneer Program

Consumer Analytical Laboratory

Communications

Dairy

Enforcement

Farmland Preservation

Food Safety

Ohio Grape Industries

Large Livestock

Marketing/Ohio Proud Program

Meat Inspection

Plant Industry

___ Grain/Feed/Seed

___ Emerald Ash Borer

___ Plant Pest/Gypsy Moth

___ Pesticide Fertilizer

Weights & Measures

ODA Campus _____

Please note that you will be contacted within 3 business days of receipt of this request. A copy of this request will serve as a receipt of your request. Thank you.

ACKNOWLEDGEMENT AND WAIVER

The undersigned acknowledges and understands that there are potential hazards involved with the tour such as heavy machinery, potential for exposure to disease, and danger for injury from other sources. The undersigned and his/her heirs and assigns hereby waive any and all liability and will hold the Ohio Department of Agriculture (ODA), the State of Ohio, and its employees harmless for any claims arising as the result of injury, disease, accident or similar mishap while present on the ODA campus, to include driving or riding as a passenger in any vehicle on ODA campus roadways. The undersigned, his/her heirs and assigns, will hold ODA, the State of Ohio, and its employees harmless for any claims arising out of the performance of their duties and will indemnify and hold ODA, the State of Ohio, and its employees harmless for any act or omission done while on the ODA campus.

Should the participant be a minor child under the age of eighteen (18), a parent or legal guardian of a minor child participating in an education tour must sign in the space provided below, thereby acknowledging the same potential dangers and waiving for the minor the same potential rights as set forth in the preceding paragraph.

Signature

Date

Parent/Legal Guardian (if necessary)

Date