



# Saco Police Department

**SERVING WITH DEDICATION, PRIDE & COMMITMENT**

## Saco Police Department Visitor Form

The Saco Police Department conducts pre-approved tours Monday through Friday between 9:00 a.m. - 3:00 p.m. Tours last anywhere from 20 minutes to an hour and a half and are available to residents, groups, and businesses of the City of Saco, ME. Two rooms available for meetings: the Saco Pd Conference Room or the Saco Pd Classroom. The Conference Room will seat up to 12 people and the Classroom will accommodate 26 attendees comfortably.

To request a tour or meeting space, please complete this form and email it to [spdadmin@sacomaine.org](mailto:spdadmin@sacomaine.org). Requests must be submitted no more than two weeks and not less than 24 hours in advance of the visit. Any questions or special needs requirements shall be added to the email request and every effort will be made to respond in a timely manner. It is the responsibility of the applicant to facilitate the necessary and appropriate cleaning of all areas used. Visitors affiliated with law enforcement agencies or government organizations are exempt from this application.

Note: Tour guests will be visiting Police Department facilities where personnel are actively working. All tour groups are expected to have adequate supervision for attendees and will ensure that everyone conduct themselves in an appropriate manner. Tours may be cancelled with no advance warning due to the nature of emergency response.

Organization Name:	
Address:	
Office Number:	Fax:
Email:	
Point of Contact:	
Address:	
Phone Number:	Cell:
Email:	

Approximate number of people attending:

Children:	Age Range:	Adults:
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(Tour requests for more than 15 children will require further review by the Police Department. Visitors over 18 years of age may be subject to a background check in advance of the visit.)

Please provide three preferred weekday dates:

Date 1:	Date 2:	Date 3:
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Please indicate a time preference between 9:00 a.m. and 3:00 p.m. for tours and meetings:

Saco Pd Staff:	Date of Request:
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Thank you for your interest in the Saco Police Department!

Saco Police Department 20 Storer St. Saco, ME 04072

Admin 207-282-8214 Fax 207-282-8215