



United Community Center/Centro de la Comunidad Unida

1028 S. 9th Street
Milwaukee, WI 53204
Tel: (414) 384-3100
Fax: (414) 649-4411
www.unitedcc.org
Contact: Joanna Rivas

Fax Transmission

To: _____

Fax Number: _____

UCC Tour Request Form

Thank you for your interest in learning more about the United Community Center through a site tour. UCC provides services to thousands of clients, and prides itself on maintaining their privacy as well as a comfortable environment for them with us. For this reason we offer a limited number of tours at designated times to minimize disruption to our programs and services.

Below is information regarding our scheduled tours. To help us facilitate your request, please fill out the following information and return this form to Joanna Rivas, UCC's Community Relations Coordinator by email at jrivas@unitedcc.org or fax the form to 414-649-4411.

Contact Information

Name: _____ Title: _____

Group/Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Email address: _____ Telephone: _____

Tour Group Information

We offer tours to individuals and groups several times per month. Please R.S.V.P. to Joanna Rivas with preferred time, date and number of attendees. There is a limit of 25 people per tour.

1st Choice _____

2nd Choice _____

Number of People _____

Again, the limit is 25 people per tour

1. Why are you interested in a tour? What do you hope to learn during a tour of our facilities?

Out of respect for the privacy of our clients, we ask that you refrain from taking photos of our clients during your tour. You are welcome to take photos of the building during your visit.

2. We offer group accommodations in Café el Sol at discounted prices for those touring at meal times, is this something your group would be interested in?

Number of People _____

3. We will consider exceptions for groups unable to come during the regularly scheduled times on a case-by-case basis. Please include which days and times you are available so we can determine if we can meet your needs. We do ask for a minimum donation of \$1 per student for groups.

Tours are given between the hours of 8:30 a.m.-2:30 p.m. Mon-Fri

Day(s): _____ Time(s): _____

Number of People in Group _____ (Limit of 25 people per tour)

Thank you for your request!

We will process your request and contact you as soon as possible.