

CCLF Non-Commercial Tour Guidelines – as of 3/1/20

CCLF wishes to encourage as many visitors as possible to come to the lighthouse. However, there are staff and timing constraints that limit the effort CCLF can expend, so we have partnered with commercial tour companies to provide services to transport visitors, on a fixed schedule. There are times when a group of people seeking to come to the lighthouse cannot fit within the constraints of the timing or financial requirements for commercial tours. The following guidelines are to be followed in determining when to try to accommodate non-commercial tours. All exceptions must be approved by the CCLF President.

Allowed	Not Allowed
<ul style="list-style-type: none"> Students - must be related to public, private or home schools or youth groups (e.g., Scouts, JROTC) and follow the curriculum 	<ul style="list-style-type: none"> Individuals or groups with no CCLF affiliation
<ul style="list-style-type: none"> CCLF Special Events (Half Marathon, fundraising events, etc.) 	<ul style="list-style-type: none"> CCLF members outside the standing membership tours
<ul style="list-style-type: none"> VIPs (as determined by the President) 	
<ul style="list-style-type: none"> Significant organizations (as determined by the President) 	
<ul style="list-style-type: none"> Personal tour conducted by a badged CCLF person who handles all logistics themselves 	
<ul style="list-style-type: none"> CCLF members - periodic scheduled membership tours 	
<ul style="list-style-type: none"> Government organizations 	

Non-Commercial Tour Transportation Requirements

Requirements	Single Vehicle (1-3)	Caravan	School Bus	Other Bus
Placard¹	1 per vehicle	1 st & last vehicle	1 per bus	1 per bus
Escorts	Badged person in each vehicle	Badged person in 1 st & last vehicle + every 7 th vehicle	Badged person on each school bus	Badged person on each bus
Coordinate Escorts²	Only if help needed	Yes	Yes	Yes
Coordinate Security¹	No	Yes	Yes	Yes
Names	No	All participants	No	Yes
Drivers License #	No	Drivers only	No	Yes

Notes: 1. Placards and Security coordinated through Tour Committee Chair 2. Escorts obtained through Volunteer Coordinator