



Public Works

City of Eugene
1820 Roosevelt Blvd.
Eugene, Oregon 97402
(541) 682-4800
(541) 682-4882 FAX
www.eugene-or.gov/pw

Feb. 16, 2011

To All Teachers:

The City of Eugene invites you and your students to attend **Public Works Day** on Thursday, **May 19, 2011**. Open house hours are 8 a.m. to 3 p.m. at the Public Works Yard, 1820 Roosevelt Boulevard.

The event is designed to teach students of all ages about the many services provided by the City of Eugene Public Works Department. It builds awareness of the contribution Public Works professionals make every day to our health, safety, and comfort. The event features lots of hands-on displays, including games, costumed characters and other fun activities to make the learning experience enjoyable, particularly for younger students. Students can climb aboard Public Works equipment, and staff is on hand to answer questions and provide interesting facts about Public Works services.

There is a lunch area with tables and chairs for groups that bring sack lunches to the event.

There are a variety of transportation options for getting to and from the event. Convenient bus, van, and bicycle parking are available. LTD is another excellent resource. To **plan your field trip using LTD service**, including special shuttle service from the Eugene Station to the Roosevelt Yard, please call LTD's customer service center at 541-687-5555.

We've also created **online opportunities** for you to get event information, let us know if there are specific needs we can help you meet, or send us comments, ideas or pictures before or after the event. Visit our web site at www.eugene-or.gov/pwday or join us on Facebook at Eugene's Teaching Connection.

If you plan to attend the event, please fill out a **Public Works Day group registration form**. If you are interested in a **guided tour**, please complete the "guided tour" portion of the form and indicate your first and second choice for a time slot. Confirmation for the time slot will be sent to you before the event.

Return the forms by April 19 to:

Public Works Day
Eugene Public Works
1820 Roosevelt Boulevard
Eugene, OR 97402

Or, fill out the online form at www.eugene-or.gov/pwday

If you have questions, contact Debbie Moulton by email at debbie.m.moulton@ci.eugene.or.us, or by phone at (541) 682-4812.

Please share the information in this letter with other educators at your school.

**REGISTRATION FORM
2011 PUBLIC WORKS DAY OPEN HOUSE
THURSDAY, MAY 19, 2011
8 A.M. TO 3 P.M.**

Return this form by April 19, 2011
Public Works Maintenance
1820 Roosevelt Boulevard
Eugene, OR 97402
(541) 682-4800 (541) 682-4882 (fax)
www.eugene-or.gov/pwday
E-mail Debbie.M.Moulton@ci.eugene.or.us

Date: _____

School/Group Name: _____

Address: _____

Contact Person: _____ Telephone Number: _____

E-Mail Address: _____

Number of Participants: Students: _____ Grade _____ Adults: _____

Would you prefer: Self-Guided Tour City Tour Guide

If you would like a City tour guide, please indicate your **preferred arrival time** (mark 1st and 2nd choices):

- | Morning | | | | | Afternoon | | |
|-------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--|
| <input type="checkbox"/> 8:00 | <input type="checkbox"/> 8:45 | <input type="checkbox"/> 9:30 | <input type="checkbox"/> 10:15 | <input type="checkbox"/> 11:00 | <input type="checkbox"/> 11:45 | <input type="checkbox"/> 12:30 | |
| <input type="checkbox"/> 8:15 | <input type="checkbox"/> 9:00 | <input type="checkbox"/> 9:45 | <input type="checkbox"/> 10:30 | <input type="checkbox"/> 11:15 | <input type="checkbox"/> 12:00 | <input type="checkbox"/> 12:45 | |
| <input type="checkbox"/> 8:30 | <input type="checkbox"/> 9:15 | <input type="checkbox"/> 10:00 | <input type="checkbox"/> 10:45 | <input type="checkbox"/> 11:30 | <input type="checkbox"/> 12:15 | <input type="checkbox"/> 1:00 | |

It takes approximately *two hours* to tour all the displays, but we can arrange tours to fit your schedule (other request): _____

Will your group be staying at our site for lunch? Yes No

If yes, what time do you plan on having lunch? _____

Do any student(s) require special accommodations? _____

What mode of transportation will your group use? School Bus Cars Bicycle LTD Other

HOLD HARMLESS AGREEMENT

On Thursday, May 19, 2011, _____ (organization/school name) will be bringing a group of students to the City of Eugene's Public Works Day Open House to be held at 1820 Roosevelt Boulevard, Eugene, OR 97402. It is acknowledged that there may be some risk associated with this event. _____ (organization/school name) agrees to assume that risk, and all responsibility for supervision of its students while on any City of Eugene premises. In consideration of the right to participate in this event, _____ (organization/ school name) agrees to hold harmless, defend and indemnify the City of Eugene, its officers, agents, and employees from and against any claim for injury or damage suffered by its staff or students.

Signature of Authorized Representative

Date