

Bus Tour Application

Logistics:

- **Scheduling:** Tours are scheduled from April through October, Tuesday through Thursday.
- **Location:** Your organization is responsible for identifying the bus pick-up location. Often this will be near the organization's office. Our policy is that the pick-up location should be within 20 minutes of the Oregon Convention Center during rush hour traffic.
- **Time:** The bus will arrive for pick up at **7:30am** and will leave promptly at **8:00am**. We will return to the original pick-up location around 12pm. There is an *optional* lunch discussion from 12pm-2pm.
- **Optional Lunch discussion:** Your organization will be responsible for securing the location for the lunch discussion as well as providing lunches for participants and our tour staff. The location of the lunch discussion should be the same location as the pick-up, as the bus will drop participants off at noon and then leave so participants will need to be near their cars.
- **Special requests:** Any special requests need to be made **at least 3 months in advance of your tour**.
 - If needed, we can have a bus accessible for wheelchairs. Please give us as much advanced notice as possible as we have access to a limited number of wheelchair accessible buses. Our bus provider has a limited number of accessible buses and we may need to adjust your tour date depending on availability. Seating capacity on wheelchair accessible buses is decreased.
 - **Wheelchair restrictions on the bus:** The weight limit is 500 lbs. for the chair and passenger. The wheelchair accessible bus with the largest lift has a lift that measures 31.5"x 4'. We have access to 2 other buses that have lifts that measure 24"x32" and 40"x32".
 - If needed, we can provide large-print programs with advance notice.
 - If you need a later start time, please let us know at the time of booking your tour. We can accommodate later start times of either 8:30am or 9am. Requests for a later start time will be evaluated on a case-by-case basis.
 - We will get off the bus twice and participants will be standing for approximately 25 minutes each time. Please let us know if this will be an issue for any of your participants.

In our evaluation of requests from groups for bus tours, we consider:

- When groups contacted us to request a bus tour;
- The nature and mission of the organization requesting the tour, including work being done in the organization related to equity; and
- The organization's relationship to FHCO's mission to end housing discrimination and ensure equal access to housing throughout Oregon.

Please continue to next page to start application.

Agency:

Department:

Name of Primary Contact:

- **Email:**
- **Phone:**

Name of Secondary Contact:

- **Email:**
- **Phone:**

Preferred Month/Day of the Week/Date (for no preference put N/A):

Estimated number of participants (we can accommodate up to 48 participants):

Brief description of your organization/group:

Who will be on the tour (program staff, directors, volunteers, etc.):

Are there any special accommodations you are aware of now that your group will need? (Ex: wheelchair accessible bus, large print programs, adjusted start time, etc.).

How did you find out about our bus tour?

Why does your agency want to go on a tour about the history of housing displacement and discrimination? How do you see this tour informing your organization's work and/or business practices?

How does your organization's interest in our bus tour align with ending housing discrimination and ensuring access to housing opportunity in the state of Oregon?