

LEXINGTON SKI & SPORTS CLUB

www.lexskisports.org

TRIP APPLICATION AND RESERVATION FORM

**MUST BE COMPLETED IN DETAIL AND SIGNED
PLEASE PRINT THE FOLLOWING INFORMATION**

TRIP DESTINATION: _____ **TRIP DATE:** _____

Legal Name in Full: _____

Address: _____
_____ Zip: _____

Phone Res: () _____ **Bus.** () _____

Cell: () _____ **Email:** _____

TRIP LEADER INFORMATION ONLY	
Full cost of trip	_____
1st payment	_____
2nd payment	_____
3rd payment	_____
4th payment	_____
Balance	_____

TRIP APPLICANTS:

	Name	Male	Female	Date of Birth	Membership Expires:	Smoker	Non-Smoker
Self	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	First Last						
Spouse	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	First Last						
Dependent	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	First Last						
Dependent	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	First Last						

PLEASE COMPLETE THE FOLLOWING:

TRIP CANCELTION/MEDICAL INSURANCE

Accepted Declined

Airline Frequent Flyer #: _____

Roomate Preference _____

WHAT IS YOUR LEVEL OF SKIING/SNOWBOARDING Beginner Intermediate Advanced
ARE YOU INTERESTED IN? X-Country Downhill Ski Lessons Racing

WILL YOU NEED TO RENT EQUIPMENT AT OUR DESTINATION? Yes No

DO YOU HAVE A PASSPORT? Yes No # _____

SPECIAL REQUESTS: _____

PLEASE ANSWER THE FOLLOWING:

Do you have any significant medical problems? If so, please state briefly: _____

Are you on any medication for a specific illness or disorder? Example: Insulin, heart medication, etc...If so, please list: _____

In case of emergency who should be notified?

Name _____ Relationship _____
Address _____ Phone No. Res. () _____
Phone No. Bus. () _____

I have read the TRIP POLICY on the back of this form. I understand it and will abide by the policy.

Your Signature and Date _____

Trip Leader: Name _____ Phone _____

Address _____

LEXINGTON SKI & SPORTS CLUB/OVSC
TRIP PAYMENT AND CANCELLATION POLICIES
2005-2006

Only members in good standing of the Club or another OVSC Club can be participants on a trip. Nonmembers will be removed from the trip and assessed the cancellation fee.

PAYMENT SCHEDULE:

1. The Executive and Local Vice Presidents shall establish and publish in the Newsletter a deposit and payment schedule for all trips.

PAYMENT:

1. A deposit and/or payments as scheduled and a completed trip application form must accompany all reservations. If any trip payment is not received by the published deadline, a ten-dollar (\$10.00) fee will be charged. Any late payment more than one week in arrears is grounds for an individual to be removed from a trip. After the scheduled final payment date, any new sign-up must be accompanied by payment in full and a trip application form. The Board may institute a discount for early sign-ups.
2. All payments shall be made out to the Lexington Ski & Sports Club, Inc. Preferred method of payment is by personal check. Cash is discouraged.
3. All payments shall be delivered to the Trip Leader. The Club will not accept any credit card payments.

WAITING LIST:

1. Members on the waiting list must make the initial deposit and complete a trip application form.
2. Once notified of a vacancy, a member on the waiting list will have five (5) days to pay the amount currently due on the payment schedule.
3. If no vacancy becomes available, members on the waiting list will have all monies refunded.
4. A member on the waiting list who is notified of a vacancy and declines to participate shall be liable for the cancellation fee, if the spot is not otherwise filled. No such fee will be imposed if the member on the waiting list cancels before receiving notification of a trip opening.

TRIP CANCELLATION:

1. The Trip Leader shall immediately notify all participants of an official trip cancellation.
2. Should a trip cancellation occur, participant refunds may be reduced because of deposits or expenses which are not refunded to the Club.

CANCELLATION BY PARTICIPANTS:

1. Members shall be responsible for notifying the Trip Leader if cancellation is necessary in writing. The timeframe for refunds goes into effect only from the date of written request for cancellation.
2. A cancellation fee of sixty dollars (\$60.00) for Domestic and International Trips of 5 days or more and thirty dollars (\$30.00) for Other Trips will be charged for any cancellation regardless of the date canceled.
3. If cancellation is prior to sixty (60) days before the departure date, all deposits and payments, less the cancellation fee, shall be refunded.
4. If a cancellation is less than sixty (60) days prior to departure, the member is liable for the full cost of the trip. If a replacement for the position is available and the member has paid in full all payments to date, the canceling member shall be refunded all prior payments less the cancellation fee. If a replacement for the position is not found, the canceling member may be reimbursed if there are any refundable items (lift tickets, meal tickets) following final accounting and trip closeout.
5. Those participants canceling at any time shall be responsible for any charges that may be incurred due to individual resort, travel agency or airline policies.
6. Refunds due because of cancellations may be returned to members at any time if approved by the Trip Leader and the Treasurer.

NO-SHOWS:

1. A "no-show" is a cancellation by a trip participant without prior notification. No-shows will be liable for the full cost of the trip.

FISCAL IRRESPONSIBILITY:

1. **Insufficient Funds:**
A money order or certified check must replace a check returned for insufficient funds within seven (7) days of notification. Otherwise, the member will be canceled from the trip, charged the cancellation fee and charged for all expenses incurred by the Club plus ten dollars (\$10.00).
2. **Stopped Payment:**
If a check is returned for stopped payment, a money order or certified check must promptly replace payment within seven (7) days of notification. Otherwise the member will be cancelled from the trip and charged the cancellation fee. The member will be liable for all expenses incurred by the Club as a result of a stopped payment plus ten dollars (\$10.00).
3. **Refusal to Pay:**
Any member refusing to pay a liability shall lose all membership privileges, without refund of dues, and will not be allowed future membership until such time as that liability has been resolved.
4. **Appeals:**
 - a. All appeals of cancellation fees, no show costs, or other incurred liabilities will be reviewed by the Board at its next scheduled meeting, but only if the appeal has been received in writing by the President, the appropriate Vice President or the Trip Leader within fifteen (15) days following the incident or conclusion of the trip.
 - b. The appeal must contain:
 - Member's name and address.
 - Date of incident or trip, date and amount of all monies paid.
 - Reason for appeal and amount requested.
 - c. The member should be present at the Board meeting, but attendance is not mandatory. Appeals received after fifteen (15) days may not be considered.