

**LEXINGTON SKI & SPORTS CLUB—TRIP APPLICATION AND RESERVATION FORM**

**Each Participant Must Complete and Sign an Application (Please Print)**

**TRIP DESTINATION:** \_\_\_\_\_ **TRIP DATE(S):** \_\_\_\_\_

**TRIP APPLICANT:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Level of Skiing/Snowboarding:  Beginner  Intermediate  Advanced

Will you need Rental Equipment?:  Yes  No

Roommate Request: \_\_\_\_\_

Age: \_\_\_\_\_  Male  Female  Smoker  Non-Smoker

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: \_\_\_\_\_

I have been advised of the importance of trip cancellation/medical insurance  Yes  No

**Complete this section for trips that include flights:**

Full Name as it appears on the photo ID you will use at the airport security checkpoint:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Suffix JR/SR: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Redress # (if applicable): \_\_\_\_\_ Known Traveler # (if applicable): \_\_\_\_\_

Airline Frequent Flyer: Company: \_\_\_\_\_ Number: \_\_\_\_\_

Notes or Requests: \_\_\_\_\_

**Complete this section for trips involving international travel:**

Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

In case of emergency, who should be notified? (Someone NOT on the trip)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If under age 18, signature of Parent, Guardian, or Custodian is also required:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**MEMBERSHIP:** Only members in good standing of the Club or another OVSC Club can be participants on a trip. Participants who fail to submit signed membership applications and pay dues for current year will be removed from trips.

**PAYMENT SCHEDULE:** The Board 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. 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 but will accept payment by PayPal at rates shown on deposit and payment schedules.

**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.

**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. The amount of any refund upon a cancellation by a participant will depend on the amounts of savings or refunds to the Club.
3. Refunds due because of cancellations may be returned to members at any time if approved by the Trip Leader and the Treasurer.

**NO-SHOWS:** A “no-show” is a cancellation by a trip participant without prior notice. 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 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 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.

**APPEALS:**

1. 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 Executive Vice President or the Trip Leader within fifteen (15) days following the conclusion of the trip.
2. The appeal must contain:
  - a. Member's name and address.
  - b. Date of incident or trip, date and amount of all monies paid.
  - c. Reason for appeal and amount requested.
3. The member should be present at the Board meeting, but attendance is not mandatory. Appeals received after fifteen (15) days may not be considered.

**ROOM/CONDO ASSIGNMENTS:** The Club has adopted a policy about assignment of rooms and beds in condominiums, which can be obtained from trip leaders or viewed on the Club’s website. Assignments are generally made by trip leaders, but preferences are given to those who sign up for trips the earliest.