

IMPORTANT FACTS TO KNOW WHEN MAKING TRIP RESERVATIONS

I. Payment Policy

- A. Checks should be made payable to: Nordic Ski Club of Milwaukee (or NSCM). Since it is not always possible to confirm all fees and room rates prior to publication, final fees may vary slightly. If so, you will be notified by your trip leader.
- B. Separate checks are needed for each trip.
- C. Where requested, include a self-addressed stamped business-size envelope with each trip reservation unless you select the option to have the trip letter e-mailed.
- D. Initial deposit of one-half the total amount must accompany your reservation form for weekend ski trips. Lower cost trips may require a payment of the total amount.
- E. Final payment is due 10 days prior to the trip departure date.
- F. You do not have a firm reservation until your deposit is received, even if you notified the trip leader of your intent.
- G. The club will pay any fees or make a donation for trail grooming at sites where we ski. This amount is included in your trip fee unless otherwise stated in the ski trip flyer.

II. Winter Ski Trip Signup Policy

- A. The October monthly meeting is the first opportunity to sign up for winter ski trips. One member of a household membership can bring all the reservation forms for their household. You can bring reservation forms for others who cannot attend the meeting, but **please note the signup priority:**
 - 1) Current Program Committee members, Board members, and ski trip leaders.
 - 2) People physically present at the October meeting.
 - 3) Reservation forms brought to the meeting but the participants are not present in the signup line, as well as those reservation forms received by the ski trip leader no later than the day prior to the October meeting will be placed in a random drawing for that trip's open slots.
 - 4) Mailed reservation forms arriving on or after the October meeting date.

III. Cancellation Policy

- A. If you cancel your reservation and the trip leader can't find a replacement, you still owe the other half of the payment. NSCM will refund on a prorated basis all amounts it can recover, if any, on behalf of canceling participants.
- B. A bus trip containing two buses will be treated as one trip. Both buses must be full to receive your entire payment back (minus the cancellation fee), even if there is a waiting list for one of the buses. A second bus will be considered "full" with a predetermined number of people, usually less than the bus maximum of 54.
- C. There is a \$10.00 cancellation fee for weekend ski trips regardless of date or reason, even if a substitute is found. There is a \$5.00 cancellation fee for all other trips if enforced.
- D. We normally do not cancel trips due to cold weather or too much snow. We do, however, request that you follow the precautions, which will be announced by your trip leader.
- E. If the snow is not adequate, the Program Chairperson and/or Club President at their discretion will: (a) instruct the trip leader to travel a reasonable distance (up to about one hour) from our place of lodging to ski areas with adequate snow, (b) attempt to relocate the trip, (c) cancel the trip if possible without incurring a monetary loss, (d) hike the trails, (e) cancel the trip, refunding all amounts on a prorated basis that can be recovered on behalf of the participants.
- F. Bus trips that are not filled to capacity may be cancelled at the discretion of the Program Chairperson and/or Club President. Participants will receive a full refund.

- G. A decision whether the trip will occur is usually made by the Wednesday prior to the departure date. Always call the hotline for updated information prior to preparing for the trip.

IV. Waiting List Policy

- A. If the trip leader notifies you that a trip is filled, you may place yourself on a waiting list. The trip leader will contact people on the waiting list when a vacancy occurs. Participants are chosen according to: (1) priority on waiting list, (2) gender for room availability, (3) contact availability.
- B. Checks will be deposited for all people on the waiting list, and a full refund will be issued if a vacancy doesn't occur or if you wish to be removed from the waiting list.
- C. If you cancel your reservation and there *is* a waiting list, you may *not* find your own substitute. If there is *no* waiting list, you *may* find your own substitute, and once the check from the new participant is received, you are only liable for the cancellation fee.
- D. If a trip is filled and there is a long waiting list, we may attempt to schedule a second bus or upgrade to a larger bus, if feasible. However, it is not always possible to obtain additional lodging, and the price may vary due to different trip costs.

V. Non-member Policy

- A. Non-member guests are invited and welcome on our trips provided they sign the "Agreement Not To Sue" form. The non-member guest will be assessed a 10% surcharge rounded up to the nearest dollar. If the non-member joins the club by the end of the trip, the surcharge will be waived.

VI. Room Assignments

- A. If you want to room with particular individuals, please indicate this on your reservation form.
- B. On most trips, room assignments are 2 or 4 to a room containing two double or queen beds. "Four to a room" means two people sharing each bed. Single rooms are not available. If you sign up for 4 per room accommodations and all are full, you will be given the opportunity to either cancel your reservation or change to 2 to a room.
- C. Two weeks prior to a weekend trip, you will receive a letter from the trip leader explaining all of the trip details and a list of the other participants for possible car-pooling. On bus trips, room assignment lists will be handed out on the bus.

VII. Miscellaneous

- A. Smoking is not permitted on the bus or in our lodging rooms.
- B. Children are welcome and encouraged to attend our events if they are properly chaperoned.
- C. The trip leader has explicit procedures to follow, set prior to the trip. And, the trip leader makes decisions for the majority of the participants. Please do not ask the trip leader to make exceptions to fit your personal wishes or situations, except for an emergency.
- D. The bus does not make special stops to pick up out-of-town participants, unless the location is on the route normally taken by the bus.
- E. The bus seat you occupy at the beginning of a bus trip is your seat for the entire trip, unless there is mutual agreement to switch seats with another participant. This is applicable during major travel portions of the trip, such as to/from Milwaukee and to ski areas. It does not apply when traveling to dinner or shuttling back from a ski area.
- F. Please do not charge any items to your lodging room.