

SALEM PARKS AND RECREATION TRIP RESERVATION

(One form per person per trip unless couples)

TRIP _____

DATE OF TRIP _____

NAME (print) _____

ADDRESS _____

Email _____

Zip Code _____

Phone Number _____

Cell Number _____

Roommate for overnight trips _____

The undersigned releases and holds harmless the following from any and all liability, claims, causes of action and/or rights of action arising from and/or directly or indirectly related to injuries, damages, accidents, illness or loss of life, delays inconveniences, losses, and/or additional costs associated with an/or incurred by the undersigned in connection with any Salem Parks and Recreation trips: City of Salem, Salem Parks and Recreation (including all employees and staff).

(Signature)

(Date)

Make checks payable to: **CITY OF SALEM**
(Please write trip name on the memo line of your check)

Check Number _____

Amount Paid _____

Balance Due _____



EMERGENCY CONTACT NOT ON TRIP _____

PHONE NUMBER _____

TRIPS POLICIES AND PROCEDURES

All trips will leave from the Salem Civic Center Parking Lot, East side, near the tennis court, (1001 Roanoke Boulevard), where there are PLENTY of parking spaces **OR** from the Salem Senior Center. Please make sure you check your trip list to see which place you will board the bus. We will keep you up to date on any changes and/or additions.

DAY TRIPS:

- All day trips must be paid in full upon registration.
- Payments must be made by cash or check made payable to the City of Salem (unless otherwise stated)
- Cancellations prior to one week of departure results in a full refund in the event a replacement can be made. Failure to fill vacancy will result in forfeiture of all non-refundable payments.
- Cancellations made within one week will result in forfeiture of all non-refundable payments.
- All participants must complete and sign a travel participant waiver form for each trip.
- Trips lacking ample number of participants will be cancelled in advance of payment deadlines and all payments will be refunded.

OVERNIGHT TRIPS:

- All overnight trips must be paid by deposit or in full upon registration.
- Payments must be made by cash or check made payable to the City of Salem (unless otherwise stated)
- All cancellations for overnight trips must be made thirty days out in order to receive a full refund. All non-refundable payments will be forfeited if cancellations are made within thirty days of departure if a replacement is not available.
- All participants must sign a participant waiver form prior to each trip.
- Trips lacking ample number of participants will be cancelled in advance of payments deadlines and all deposits/payments will be refunded. Full itineraries and agendas will be available at the Salem Senior Center.