



DSN: 784-4007 Email: chun_yong.hong.kr@us.af.mil

Osan Outdoor Recreation/Private Trip Request Form

Today's Date: _____ POC Name: _____

Cell Phone: _____ DSN Phone: _____

Email: _____

(Please provide both official and personal so we can reach you for urgent situations)

Requested Trip Date: _____

Requested Location/Activity: _____

Number of Adults (Estimate): _____ # of Youth under 14 (Estimate): _____

Special Requests/Notes:

For Outdoor Recreation Internal Use Only:

Confirmed Date: _____ Location/Vendor: _____

Guide Name: _____ Bus Available: _____

Paid in Full: YES NO Roster Received/YES/ NO Date _____

Notes:

PRIVATE TRIP POLICY (Please initial on each line)

_____ 1. Once a date and price are agreed upon, one person will sign up and pay for the trip at Outdoor Recreation located in Bldg. #1304. The POC will need to coordinate payment with the rest of your group members. Visa/Mastercard and cash are accepted. A private trip is not confirmed until it has been paid in full. Payment must be made a minimum of 3 days in advance of your trip departure time unless other arrangements have been made.

_____ 2. The price of the trip is generally based on 20 people. Smaller groups may be arranged based on the discretion of the ODR Program Manager.

_____ 3. Osan Outdoor Recreation will not give refunds for no-shows in your group. Our trips prices are based on the number of people attending the activity and for some activities we have to pre-pay deposits to vendors in advance. For more people than planned, we may be able to accommodate your request but please understand there will be an additional fee per person.

_____ 4. Please provide a roster of all trip participants with contact information no later than three days before your trip departure date. The roster may be emailed. Requests for adding additional persons or making adjustments to your trip roster should be directed to the ODR Program Manager no later than 3 days in advance of your trip date.

_____ 5. Participants are responsible for bringing their own snacks, water, lunch etc. unless it is otherwise noted. No alcohol permitted.

_____ 6. Trips go rain or shine, but may not depart when the ODR Program Manager or Guide deems that conditions are unsafe for participants.

_____ 7. Youth under 14 can come on some trips; however, they must be monitored by an adult in your group at all times. They are not to be left unattended.

_____ 8. Participants are expected to follow guide instructions. Outdoor Recreation staff have the right to abort a trip at any time if participants do not follow guide instructions due to safety reasons. If this occurs, no refund will be given.

Rescheduling/Cancellations

_____ 1. Private trips must be canceled **3 days** prior to trip date to receive a full **100% refund** or have the option to reschedule without additional fees.

_____ 2. If a trip is canceled 2 days prior to trip date, a **50 percent refund** will be issued. Trip POC may reschedule a trip but it must be paid in full and there may be additional fees added depending on activity.

_____ 3. A trip canceled 1 day or less prior to trip date will receive **no refund and will not be given the opportunity to reschedule.**

_____ 4. If Outdoor Recreation cancels a trip due to unsafe weather conditions or mechanical issues, we will work with the customer to reschedule for a different day or a full refund will be given.

_____ 5. Refunds of \$100 or more will be issued by check and requires 3 – 5 business days to process.

I have read, understand and agree to the Private Trip Policy, including the deadlines for changing the date or canceling without penalty.

Signature: _____ **Date:** _____