

CIP TRAVEL POLICIES AND PROCEDURES

Center in the Park's Travel Program is available for CIP Members. There are exceptions in which non - CIP members may participate. Trip reservations are on a "First -Come, first - Served basis". Full Payment in advance is required for all day trips which cost \$25.00 or less, unless otherwise stated.

CANCELLATION BY THE PASSENGER:

Charter Trips

Refunds will only be granted for a charter trip if a replacement is found by the participant at least three weeks prior to the date of the trip. Neither a Trip Credit Voucher nor a refund will be issued for cancellation within three weeks prior to the date of the trip.

Overnight Trips

We highly recommend that you purchase travel insurance for overnight trips. In the event of a cancellation, there must be a replacement found by the participant. If there is no replacement found, the cancellation policy used by the tour company will be assessed. All cancellations must be made in writing to Center in the Park. No refund will be issued for cancellation within three weeks prior to the date of the trip.

Please Note: A cancellation fee will be assessed, if deposits have been distributed to vendors or travel agencies at the time a participant cancels.

CANCELLATION BY THE CENTER:

If a chartered trip is cancelled by the Center and is less than \$25.00 a Trip Credit Voucher will be issued and can be used up to 12 months from the date of the cancelled trip. If the trip cost is over \$25.00 and the trip is cancelled by the center, participants have the option of using the credit towards a future CIP trip or a refund may be granted in the form of a check.

Payment Plans

Participants who sign up for trips must follow the specified payment schedule distributed at the time of sign - up. Payments can be made in cash, by check, or credit card. Checks will only be accepted 30 days before the final payment is scheduled. Only cash and credit card payments will be accepted within 30 days of the date of the trip. There will be a \$35.00 charge payable to Center in the Park, for checks returned for insufficient funds.

Disclaimer

Center in the Park is not responsible in whole or in part to trip for lost or damaged property or injury during or in connection with any trip. We highly recommend that you purchase travel insurance for overnight trips.

Parking Disclaimer If you are attending a trip, parking is available in the Upper Lot located at Rittenhouse and McCallum Streets. Please be aware your car may be towed if parked in the lower after business hours and / or overnight, or when NO PARKING signs are posted.

NOTE TO ALL CIP TRAVELERS:

Bus Drivers and / or Group Leader cannot make unscheduled stops to drop-off or pick-up.
Transportation for any trip is to and from the center.

Please Check One:

☐ Center In the Park Member

☐ Non-Member

Trip Name _____

Print Name _____ Phone # _____

Full Home Address & Zip Code

Emergency Contact Name _____

Emergency Contact Relationship _____

Emergency Contact Phone Number _____

Sign below to acknowledge that you understand CIP's Travel Policies and Procedures.

Sign Name _____ Date _____

Provide Travel Partner(s) or Overnight Roommate Names

1. _____

2. _____

3. _____

4. _____

PLEASE FILL OUT ALL INFORMATION CORRECTLY