

Travel and Event Policies and Procedures

Member Participation

OSURA travel opportunities and other events are primarily for OSURA members. When a retiree joins OSURA, their spouse/partner is automatically also a member. Each OSURA member may invite one guest when they register for trips or events. If after one month spaces are available, reservations for non-members will be accepted.

Challenge levels for all OSURA trips/events are listed in each month's Newsletter. Participants in OSURA-sponsored events who require assistance with mobility or other physical needs should note this when making reservations with the OSURA Office, and should arrange for someone to assist them or have a personal care attendant accompany them.

Events/trips are subject to last-minute itinerary changes at the discretion of vendors. Due to unforeseen circumstances or availability of accommodations, the OSURA arranger may need to seek alternate plans.

Trip and Event Announcements

Announcements of trips and events to be included in the Newsletter must be received in the OSURA Office by the 8th of the month preceding the publication. Generally, day trips will be placed in the Newsletter three months prior to the event and multi-day trips four months prior to the departure date.

Reservations

Only reservations made by telephone or email to the OSURA Office will be accepted. Reservations are recorded in order of date and time. A reply will be made regarding the reservation status (available space or wait list). A check or money order, payable to OSURA, is due one week after confirmation to keep your reservation. Payment should be sent by U.S. mail. The cancelled check or money order carbon will serve as receipt for payment. When interested in an event for which registration is closed, the member should contact the OSURA Office by telephone or email to check on available space.

Wait List Policy

Payment is required to be placed on the wait list. If a space does not become available, payment will be refunded after the trip. The Cancellation Policy will be followed for cancellation from the wait list.

Cancellation Policy

- Cancellation received BEFORE/ON the Refund Deadline published in the Newsletter will be refunded.
- Cancellation received AFTER the Refund Deadline published in the Newsletter will be refunded only if the space can be filled.

Hold Harmless Information

Each participant will be asked to read and sign the following "Disclosure and Release of Claims" statement prior to the event. When a minor accompanies an adult participant to an OSURA activity or event, the adult participant assumes full responsibility for the minor, and should have in his/her possession a written medical release waiver signed by a parent or guardian for each minor participant.

Disclosure and Release of Claims

In making arrangements for this activity/event, The Ohio State University Retirees Association (OSURA) has endeavored to work with businesses/firms and/or individuals that are reputable and reliable. However, OSURA does not directly provide transportation and accommodations, and cannot accept liability for injury, damages, or delays caused by the businesses/firms and/or individuals that provide these services.

When any minor accompanies an adult participant to/on an OSURA activity/event, said adult participant assumes full responsibility for said minor(s) and signs the Event Roster on behalf of himself/herself and said minor(s).

In consideration of the opportunity to participate in this activity/event, I, for myself, any minor(s) in my charge, my heirs, executors, administrators and assigns, do hereby indemnify, release, and discharge OSURA, The Ohio State University, and their trustees, officers, employees and agents from claims for damages, losses or other injuries that I or the minor(s) in my charge may suffer as a result of my/our participation in this activity/event.