



# NORTHERN CALIFORNIA LIONS SIGHT ASSOCIATION

## Vision Screening Unit Reservation Form

Sponsoring Lions Club: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Physical Street Address of Event: \_\_\_\_\_

Club Contact Person (CP): \_\_\_\_\_ Phone \_\_\_\_\_

"Day of Event" CP (if different) \_\_\_\_\_ Phone \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Depart Date: \_\_\_\_\_ Depart Time: \_\_\_\_\_

Can the Van be Delivered (Day or Hours) before Arrival Date & Time [ ] Yes [ ] No

Can the Van be Picked Up after Depart Date & Time: [ ] Yes [ ] No

Special Instructions: \_\_\_\_\_

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**TO CONFIRM RESERVATION, SEND THIS FORM AND A CHECK FOR:  
A) \$100 if your club is a VIP member B) \$200 if your club is not a VIP member  
MAKE CHECK PAYABLE TO "NCLSA" and annotated "VSU USAGE FEES"**

**MAIL TO:  
NCLSA Vision Screening Unit  
C/O Lion David Ogden  
9785 Colony Road  
Wilton, CA 95693**

### **FEES HELP TO COVER THE COST OF GAS, INSURANCE, UPKEEP AND UNFORESEEN CONTINGENIES**

If the Reservation is cancelled with in seven (7) days prior to the scheduled date the Van Usage Fees will be forfeited. If the Vision Screening Van is returned dirty, a \$50.00 cleaning fee will be assessed against the club.

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**TO BE COMPLETED BY NCLSA**

DATE PAYMENT RECEIVED: \_\_\_\_\_ CHECK # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DRIVER ASSIGNED: \_\_\_\_\_

\*\*See following page of Policies and Procedures for Vision Screening Unit (VSU)

Updated: 10/13/07 jw



**DO NOT SEND THIS PAGE WITH RESERVATION**

**PLEASE READ BEFORE EVEN DATE**

## **VISION SCREENING UNIT (VSU)**

### **Policies and Procedures**

**RESERVATIONS:** All reservations for the use of the Vision Screening Unit (VSU) are made through the NCLSA Director currently in charge.

Vision is Possible (VIP) Clubs can reserve the van twelve (12) months in advance.

Non-VIP Clubs can reserve the van thirty (30) calendar days in advance.

All reservations, are recommended to be received fourteen (14) calendar days in advance.

**USAGE FEES:** there is a fee, \$100.00 for a VIP Member Club or \$200.00 for a Non-VIP Member Club, plus \$50.00 for each consecutive day the van is reserved. A check for the usage fee(s) is required at the time of the reservation. Non-reservation will be confirmed without the proper fees. An additional cost of \$50.00 may be assessed if the club returns the van dirty.

**SECURITY:** if the Vision Screening Unit (VSU) is kept overnight, the using club is responsible for providing a safe and secure location. Please remember that the screening van contains some very valuable and delicate medical equipment. Report all damages to NCLSA. Club may be assessed the cost of the damages.

**CANCELLATIONS:** notify NCLSA as soon as possible in the event the club needs to cancel the use of the van. Early notification enables another club to reserve the use of the van for that day and time. If the reservation is cancelled within seven (7) days prior to the scheduled date, the Van Usage Fee will be forfeited.

### **CONTACT INFORMATION:**

**NCLSA Vision Screening Unit  
C/O Lion David Ogden  
9785 Colony Road  
Wilton, CA 95693  
916-599-3283 or 916-687-6977  
[david.diann@frontiernet.net](mailto:david.diann@frontiernet.net)**