



# Non-Commercial Accommodation Rental & Site Safety Checklist

Complete this form before choosing your accommodations to determine whether renting a property through a home share agency (such as AirBnb, VRBO, etc.) is appropriate for the troop/group trip. Please keep a copy of this form as Council Staff may request it if an incident is reported.

|                                 |                                     |  |
|---------------------------------|-------------------------------------|--|
| Group Name/Troop No.:           | Trip Advisor Name:                  | Date:  |
| Best phone number to reach you: | Email:                              |  |
| Type of Trip:                   | <input type="checkbox"/> In Council | <input type="checkbox"/> Out of State <input type="checkbox"/> International |
| Dates Traveling:                | Place Traveling:                    | Length of stay:  |

| Considerations   | Property #1: | Property # 2: |
|--|--------------|---------------|
| <b>Money</b>   |              |               |
| How far in advance can the property be booked?                                     |              |               |
| Is the full cost due when booking or a deposit? If deposit how much?               |              |               |
| What is the cancellation policy?   |              |               |
| Is property offered by a renter, owner, or corporation?                            |              |               |
| If renter, does individual have permission to rent unit? (read comments for clues) |              |               |
| How does cost compare to other options (hotels, motels, hostels, camping, etc.)    |              |               |

| <b>Safety</b>   |  |  |
|---|--|--|
| What is the area like?<br>(most home share sites provide a map or vicinity)                               |  |  |
| Talk to troop families or friends about destination and if they have recommendations of areas to stay in. |  |  |
| Read the reviews on the site for any possible red flags.  |  |  |
| Add First Aid Kit to packing list.  |  |  |
| There is appropriate fire suppression equipment, smoke and carbon monoxide alarms available in the space. |  |  |

| <b>Accommodations</b>   |  |  |
|---|--|--|
| Does the accommodation offer enough bedrooms or space for the troop/group?  |  |  |
| If driving to the location, is there parking?   |  |  |
| What is the walkability of the area?  |  |  |
| Is it close to amenities or destinations of the trip?   |  |  |
| Make sure the rental is for exclusive access to the entire property and that other rooms/areas will not be rented out during entire stay. |  |  |
| Does the facility meet ADA requirements? If needed for your troop/group.  |  |  |

## Non- Commercial Accommodation Site Safety Checklist

Complete this checklist when arriving at accommodations. Before everyone moves in, first use this checklist to complete a site walk-through. Notes can capture ideas on how to address an issue with the property owner, if necessary. Please keep a copy of this form as Council Staff may request it if an incident is reported.

|   |              |             |
|---|--------------|-------------|
| Site Description: Know where you are in the event of an emergency so adults and girls can communicate with first responders |              |             |
| <b>Address:</b>   | <b>City:</b> | <b>Zip:</b> |

### Required

The items in this section should always be check “yes” for a site to be appropriate. If any of the statements are not true, **reach out to the property owner for assistant.**

| Item Description   | Yes                      | No                       | Notes |
|--|--------------------------|--------------------------|-------|
| The space is clean, sanitary, and free of any health and safety hazards.<br><i>Note: hazards may include but are not limited to broken equipment, flammable/toxic materials, spoiled food, clogged drains, unsanitary toilets, etc.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| The space has adequate lighting and ventilation.   | <input type="checkbox"/> | <input type="checkbox"/> |       |
| An emergency plan exists for the space and all adults know the plan.<br><i>Note: An emergency plan may need to be created.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |       |
| There is appropriate fire suppression equipment, smoke and carbon monoxide alarms available in the space and is inspected and maintained regularly.<br><i>Note: See <a href="http://www.fire-extinguisher101.com/careandmaintenance.html">http://www.fire-extinguisher101.com/careandmaintenance.html</a> for fire extinguisher care recommendations</i> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Clean drinking water and restrooms are available and easily accessible to all youth and adults.  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| The site is free of firearms.  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| The site is free of alcohol, tobacco, legal and illegal drugs, and controlled substance medications.<br><i>Note: This includes bathroom(s), kitchen, or other areas that are available for use during stay.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Share host contact information with emergency at home contact  | <input type="checkbox"/> | <input type="checkbox"/> |       |

### Physical Considerations

The items in this section are good things to consider, but not necessarily required.

| Item Description  | Yes                      | No                       | Notes |
|---|--------------------------|--------------------------|-------|
| Is there enough furniture of appropriate sizes for all the girls and adults?  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Can the space be modified to meet the needs of the different activities planned?  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Is the temperature comfortable or able to be adjusted as needed?  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| The property is free of potential hazards (if no, create a plan for how to mitigate the risk).<br><i>Note: Hazards include, but are not limited to, trampolines, pools, ponds, etc.</i> | <input type="checkbox"/> | <input type="checkbox"/> |       |

### Other Considerations

Is there anything we haven't thought to include in this list? Create an additional checklist.