



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:
Money		
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.)		

Safety		
What is the area like? (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.		

Accommodations		
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		
Address:	City:	Zip:

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. <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. <i>Note: An emergency plan may need to be created.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
There is fire suppression equipment, smoke and carbon monoxide alarms available in the space and is inspected and maintained regularly. <i>Note: See http://www.fire-extinguisher101.com/careandmaintenance.html 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. <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 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). <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.