

1 **Check In/Check Out Representative (Advisory Committee Rep):**

- 2 1. A Management Board Representative is assigned to oversee
3 each rental event. **This is a key person in the chain of**
4 **responsibility.** The MB rep overseeing the rental event is
5 to have full knowledge of the event and will be the point
6 person in case of accidents, incidents, damages, and
7 regarding satisfactory and timely clean up. Should
8 Rosemary be having any trouble with rental procedure, she
9 will keep Management Board member overseeing the event
10 apprised.
- 11 2. Check meeting room the week before your event to be sure
12 it is clean, supplied, and that light bulbs are not burnt out.
- 13 3. Gather any necessary signage: such as "Indoor Arena
14 Rented Today". Available signage is located in the shed.
- 15 4. Receive packet, keys, and any last minute information from
16 Rosemary the week before rental event. Review packet.
17 Contact Administrative Assistant if any questions.

18 Packet Contents:

- 19 A. Management Board Rep contact information
20 B. Accident and Incident Report
21 C. Waivers if needed
22 D. Roster Form
23 E. Keys
24 F. Emergency Info Sheet
25 G. Check In/Out Form
26 H. Rental Procedure
27 I. Copy of Rental Agreement
28 J. Sprinkler Instructions
- 29 5. Check facility so you are aware of condition of facility
30 when renters arrive.
- 31 6. Make appointments with Renting Official for Check In and
32 Check Out.

- 1 7. Provide contact information and on-call information. Ask
2 renter contact person if they have any questions.
- 3 8. Review Waiver Policy: A roster of participants and
4 individual waivers for all participants must be submitted.
- 5 9. Ask specifically if questions regarding Renter Rules and
6 Regs or BCPD Rules and Regs or waiver policy.
- 7 10. Review check out form with renter. (Addendum I)
- 8 11. Apprise Park District of any accident or other significant
9 problem during rental event period.
- 10 12. At conclusion of rental meet designated official from rental
11 event for check out. Official check out must be completed
12 within 48 hours of event ending.
- 13 13. At check out, obtain waivers and roster. Check waivers for
14 clarity, that they are signed, and match roster.
- 15 14. Deliver check out paperwork to BCPD hanging file.
- 16 15. Notify Rosemary that check out paperwork has been
17 delivered to the BCPD mailbox by emailing her at
18 bcpdoffice@comcast.net.
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