



Property Reservations Form
Checklist / Procedures for Arrival & Checkout
Registrar Department 9525 Monte Vista Ave. Montclair, CA 91763
T (626) 677-2366 F (909) 624-7928 www.girlscoutsla.org

Please complete and return this form to the Registrar Department Attn: Kristin Tierney

To ensure that each facility is left clean and without damage use the checklists below and fill them out completely. This form is a requirement and must be returned within a week of your reservation. The facilities are stocked with cleaning supplies and equipment. Use them as necessary and return them to their proper place. Remember to leave each facility "Cleaner than you found it."

Name: _____ **Troop #:** _____ **Phone #:** _____

Name of Facility (Room/Site): _____ **Date(s) of Use:** _____

Upon Arrival at Facility:

Take note of any problems, anything left unclean, or anything out of place. (Use Separate Sheet of Paper if Necessary)

- ☐ All Doors/Windows were locked upon arrival
- ☐ All Lights were turned off
- ☐ Air Conditioning/Heating Unit was turned off (where Applicable)
- ☐ Facility is clean, trash cans emptied, refrigerator emptied
- ☐ Bathroom left clean

Other notes on condition of facility at time of check-in: _____

*Please report any **Emergency** issues by calling the GSGLA Main Line at (213) 213-0150*

Prior to Leaving Facility:

Use the following checklist as a guide to ensure that you leave the Facility clean and orderly.

All Buildings:

- ☐ Clean all tables and chairs and store properly
- ☐ Empty trash bins into outside trash
- ☐ Sweep, mop, or vacuum all floors
- ☐ Clean all countertops and stovetops
- ☐ Remove all food from cabinets and refrigerator
- ☐ Wash and put away all dishes and utensils used
- ☐ Did not use any buildings

Bathroom(s):

- ☐ Clean all countertops, mirrors, toilets, etc.
- ☐ Sweep or Mop floor as needed
- ☐ Empty trash into outside bins

Outside:

- ☐ Properly extinguish any fires
- ☐ Clean all tabletops
- ☐ Empty trash into outside bins
- ☐ Sweep patio areas
- ☐ Pick up **ALL** litter
- ☐ Did not use an outside facility

Before Leaving:

- ☐ Turn off all appliances/ units (i.e. Stove, Water faucet, Heater, Air-Conditioner)
- ☐ Lock all windows, doors, and gates
- ☐ Turn off all lights
- ☐ Take all personal items with you
- ☐ Make one last sweep of area to ensure everything is clean, put away, and all personal items are found and taken.

Signature: _____ **Date:** _____