

Privately Owned Rental Properties

Per *Volunteer Essentials* and *Safety Activity Checkpoint for Travel/Trips*:

Airbnb, VRBO, and HomeAway are permitted, however because these are privately owned properties, it can be difficult to qualify safety and credibility. For these reasons, additional steps for Airbnb, VRBO, and HomeAway are required.

Complete this form before booking your accommodations to determine whether renting a property through a home share agency (such as Airbnb, VRBO, HomeAway.) is appropriate for the troop/group trip. While you are encouraged to look at multiple properties during your search, please narrow down your selections to your top two and answer the following questions for those two properties.

Note: this form only looks at specific aspects privately owned rental properties to verify feasibility and mitigate risks. You will still need to consider all other aspects of travel when planning your trip, i.e. budgeting, safety, transportation, necessary forms, etc. For more information on travelling with girls take the Domestic Troop Travel course and see Chapter 6 of *Volunteer Essentials*.

Please keep a copy of this form as Council Staff may request it if an incident is reported.

Trip Advisor Name:		Date:	
Trip Advisor Email:		Group Name/Troop No.:	
Type of Trip: <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> Domestic <input type="checkbox"/> International			
Dates Traveling:	Place Traveling:	Length of stay:	
Rental Company/Site (Airbnb, VRBO, HomeAway):			
Property #1 Name:		Property #2 Name:	

Cost/Cancellations		
Considerations	Property #1:	Property # 2:
What is the total cost, including any additional service fees, cleaning fees, etc.?		
What is the cancellation policy?		

Accommodations		
Considerations	Property #1:	Property # 2:
Does the property rental offer enough bedrooms or space for the troop/group?		
If driving to the location, is there enough parking for all cars?		
Is the property rental for exclusive access to the entire property and no other rooms/areas will be rented out during entire stay?		
Does the property rental meet ADA requirements? If needed for your troop/group.		
Does the space have smoke alarms, carbon monoxide detectors, and fire extinguishers? (these are noted as amenities)		
Does the home/host have substantial, positive visitor reviews? Look for superhost status		
Does the liability insurance from the host cover the premises for commercial use, with a minimum of \$1,000,000 General Liability insurance?		
Can you check the host's profile for identity verification? (Airbnb only)		
Is local host or manager contact info available for immediate needs? Share this information with an emergency contact		
Have you checked state laws to see if Airbnb, VRBO, and HomeAway are mandated to meet hotel laws and standards so that you know there is an extra layer of protection?		

Other questions you may want to consider asking the host: How many sets of keys will I get? What floor are you on? Is there an elevator? What basic necessities do you provide, such as toilet paper, paper towels, detergent, etc.? How far is the unit from public transportation?

If in the event you arrive at your privately owned rental and find it is unsuitable for your troop/group stay, what is your back up plan?

Privately Owned Rental Properties 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 assistance.**

Physical Considerations

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>			
The space has adequate lighting and ventilation.			
All points of entry are secure and lockable			
Stairs or fire escapes are identified and shown to girls			
Location of local emergency services and how to reach them			
An emergency plan exists for the space and all adults know the plan. <i>Note: An emergency plan may need to be created.</i>			
There is appropriate 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/care_andmaintenance.html for fire extinguisher care recommendations</i>			
Clean drinking water and restrooms are available and easily accessible to all youth and adults.			
The site is free of firearms.			
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>			
Confirm any communication services (mobile carrier, wifi) are running and reliable			
Share host contact information with emergency at home contact			

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?			
Can the space be modified to meet the needs of the different activities planned?			
Is the temperature comfortable or able to be adjusted as needed?			
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>			

Other Considerations

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