

Saskatchewan Broomball Association



HOTEL CLEARANCE FORM

In order to ensure that a team is not held responsible for any damages to hotel accommodations to which they have been assigned and so that the SBA can be fully informed against possible claims by the hotel concerned, we would request each room to complete this checklist.

Room #	Upon Arrival			Prior to Departure		
	OK	Damage	Comments	OK	Damage	Comments
Beds						
Furniture						
Bedding						
Lamps						
Carpets						
Drapes/ Fittings						
Toilet						
Sink						
Shower						
Bath						
Electrical Outlets						
Walls						
Wall Hangings						
Doors						
SIGNATURE OF HOTEL MANAGER:			SIGNATURE OF HOTEL MANAGER:			
_____			_____			
SIGNATURE OF DELEGATE:			SIGNATURE OF DELEGATE:			
_____			_____			
Date: _____ Time: _____			Date: _____ Time: _____			

Circle One: Westerns Senior Nationals Juvenile Nationals Other Event

NOTE: If there appears to be damage of any kind when you first enter the room, please note in the damage column. It is important that the hotel manager signs the sheets when arriving and when departing to ensure that no additional charges are billed to the team.