

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.

	Upon Arrival				Prior to Departure		
Room#	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 DELEGATE: Date: Time:			SIGNATURE OF HOTEL MANAGER:			
				SIGNATURE OF DELEGATE:			
				Date:	Date: Time:		

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.

Juvenile Nationals

Senior Nationals

Circle One:

Westerns

Other Event