

# Isabella County Sportsman's Club

P.O. Box 383, Winn, MI 48896 | [www.IsabellaCountySportsmansClub.com](http://www.IsabellaCountySportsmansClub.com)



## One Club. One Goal. Safety First.

Dear Renter:

Welcome and thank you for renting our facility. We are happy to have you here. We will work with you to ensure that your event comes off without a hitch.

In this notebook you will find a few documents that should help you with any issues that may arise while you are here:

1. Pre-event inspection/ checklist.
2. Post-event inspection/ checklist.
3. General information and notes.
4. How to turn the water on/ off.
5. Tips for using the coffee pot.
6. Contact information.
7. Diagram of the facility and the way the tables should be set when you are done.
8. Be sure that the new CDC guidelines for "cleaning" are followed due to Covid-19 exposure.

The Rental Chairman is Dave Weisenburger. He should be contacted first with any questions or concerns. His cell number is (989)621-6882 and his email is [dwise@ga-ins.com](mailto:dwise@ga-ins.com).

If he is unavailable or does not answer, please try Lance Ruter at (989)621-2794.

Sincerely,

Dave Weisenburger  
ICSC Rental Chairman

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## Post-Event Inspection Checklist

- Gas to the stove/oven is turned off.
- All dishes and utensils are clean and put away.
- The kitchen sink, counters, and appliances are wiped clean.
- Coffee maker is emptied, cleaned, and unplugged.
- All personal items are removed from the freezer and refrigerator.
- Three rugs/carpets are vacuumed.
- All tape and decorations have been removed from tables, chairs, ceiling, counters, etc.
- Tables and chairs are wiped clean and returned to original configuration.
- All garbage cans are emptied and lined with new trash bags.
- All used trash bags have been placed in the dumpster.
- All tile floors have been swept and mopped.
- Both thermostats have been set to 58 degrees. (List locations)
- All doors and windows are closed and locked.
- All the lights are turned off.

Did you become aware of any equipment malfunction during your facility rental?  NO  YES

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did any injury or accident happen during your facility rental?  NO  YES

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Pre-Event Inspection Checklist

- Gas to the stove/oven has been turned on.
- The kitchen sink, counters, and appliances are clean.
- The coffee maker is clean and plugged in.
- Three rugs/carpets are vacuumed.
- All tape and decorations have been removed from tables, chairs, ceiling, counters, etc.
- Tables and chairs are clean and configured as they should be returned at end of rental.
- All garbage cans are emptied and lined with new trash bags.
- All tile floors have been swept and mopped.
- Both thermostats' locations shown and operation instructions given.
- All doors and windows are closed and locked.

Are there things that you see that don't seem to be as you expected?  NO  YES

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### Sanitizing Policy

Our Pre-Event Cleaning efforts have been increased to include sanitization of identified frequently touched surfaces prior to your rental. All tables, counter tops, sinks, and toilets have been wiped down.

Revised: 5/2/2023

ICSC Rep. Initials: \_\_\_\_\_