

Admin Check List

Prior to Departure

Documents

1. Fill out and sign two copies of the Rental Agreement.
 - a. Hand One copy to the renter
 - b. Keep another signed copy on file
2. Take a picture of the driver license of all drivers
3. Have renter sign one copy of the Waiver
 - a. Keep the signed waiver on file
4. Walk around the boat and sign the Inspection Form
 - a. Keep signed Inspection Form on file
5. Give the renter the Rental Policies
6. Give the Safety Test certificate
7. Show the location of the document folder
8. Emergency phones

Equipment

1. Show location of the fire extinguisher
2. Show location of the anchor and explain anchoring procedure
3. Explain how to start and stop the engine
4. Explain how to use the stereo
5. Explain tubing rules and how to handle the rope

Rules

1. Explain life jacket rule
2. Explain stop engine and vicinity rule
3. Explain tubing rule (watcher and life jacket and stop engine)
4. No docking and no shoring rule
5. No shallow water rule
6. No Wake zone rule
7. Buoy and Danger

Returning the Boat

1. The time of return rule
2. Gas refueling rule

Upon Arrival

Equipment

1. Verify document folder is in place
2. Obtain renter's keys
3. Inspect the boat for any missing items
4. Inspect the boat for any left items
 - a. Verify presence of all anchors and life jackets
5. Inspect the boat for any damage to exterior:
 - a. Upholstery
 - b. Flooring
 - c. Fencing
 - d. Pontoons
 - e. Engine

Documents

1. Document all the damages in the Inspection Form and agree on the amount of damage
2. Sign the Inspection Form and keep it on file

Closure of Rental

1. Check the gas tank
2. Close the rental in system (if no damage / no deductions from the security deposit)
 - a. If there is a damage, do not close the rental.
Inform the renter that the damage will be settled later, and part of his refund will be released (less fuel and damage charges)
3. Tell the renter what his gas charge is and how much will be returned back to his account