

Boys and Girls Club Opening and Closing Procedures

- 1) Drill is in the storage room. On shelf - black bin, gray lid.**
 - 2) Check the sign - in sheet to make sure everyone has remembered to pay.**
 - 3) We allow visitors from members to play at a rate of \$6.00 a session.**
 - 4) Members should be accounted for (signed in) regardless of their member status and requirement to pay.**
 - 4) The sign - in sheet is signed and dated by the person counting and verifying that money totals correspond with player counts.**
 - 5) Place sign - in sheet and money in an envelope.**
 - 6) Envelope is then placed into the wooden box and placed in the storage bin.**
 - 7) Return basketball backboards to working state.**
 - 8) Lock storage bin.**
 - 9) Turn off the lights.**
 - 10) Lock outside doors.**
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The Board of Directors requests that the person opening, wait 30 minutes before making the decision to close early. Please hang a note on the outside doors indicating the closure.