

Minnesota Lawful Gambling
LG859 Bingo Inspection Check List

Organization name	Premises name and location	License & premises permit number
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Inspected by	Date ___/___/___ Time _____ a.m./p.m.
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Any items checked "no" indicate possible violation of Minnesota gambling statutes or rules.

Yes	No	Information Posted/Available	Yes	No	Equipment
		1. The house rules sign is adequately lighted, legible, prominently posted, at least 18" x 24," and includes: ___ organization name, license and premises permit number ___ expiration date of premises permit ___ problem gambling helpline number ___ statement that illegal gambling is prohibited [7861.0260, Subp. 2] ___ policy on declaring bingo & last number called ___ reasons for potentially canceling bingo occasions ___ name of state agency from which a player may get a copy of the bingo rules. [7861.0270, Subp. 2A]			9. If space leased, there is a clear, physical separation or a tangible divider between the organization's gambling equipment and the lessor's business equipment. [7861.0260, Subp. 1C(2)]
		2. A posted notice at point of sale stating: ___ the price for each bingo hard card, bingo paper, and electronic bingo device ___ only cash sales are permitted ___ whether duplicate bingo hard cards, if any, are in play (or announce to players prior to purchase) ___ if breakopen games are conducted: • that identical sealed bingo paper sheet faces may occur during the game, • the color of all original sealed paper, and • the price at which the original and trade-in, if any sealed paper is sold [7861.0270, Subp. 2B]			10. Gambling equipment, other than the device for selecting bingo numbers, is secured and kept separate from gambling equipment owned by other persons or organizations. [349.18, Subd. 1a(b)]
		3. The most recent copy of statutes and rules governing bingo is available at the bingo premises. [7861.0270, Subp. 4]			11. The organization does not make copies of hard cards or bingo paper; cut sheets (case paper), or separate or cut packets (collated paper). [7861.0270, Subp. 3I]
		4. Copies of invoices for bingo equipment and paper at the premises are available for review. [349.18, Subd. 1a(a)]			12. Bingo paper, hard cards, or electronic bingo devices are not reserved for any person. [7861.0270, Subp. 3F]
					13. All equipment used in the conduct of bingo is in sound working condition [7861.0270, Subp. 3D]
					14. The bingo number selection device and bingo balls are free from defects. The bingo balls are inspected by at least one player before the occasion begins. [7861.0270, Subp. 3B]
					15. The device has a state registration stamp affixed. # _____ [349.162, Subd. 1 and Subd.4(b)]
			Yes	No	Equipment - Breakopen Bingo Games
					16. For breakopen bingo games, a separate set of bingo balls is used with one of the following: ___ a separate bingo ball selection device, ___ a separate tray within the selection device, or ___ a separate bingo ball container. [7861.0270, Subp. 9C]
					17. If breakopen bingo sheets are traded in, two sets of breakopen sheets are maintained. One set, known as the "original set," is a different color than the second set, known as the "trade-in set." [7861.0270, Subp. 9G(1)]
			Yes	No	Equipment - Electronic Bingo Devices
		5. Gambling employees and volunteers do not play bingo during an occasion at which they work. [7861.0270, Subp. 1G]			18. Electronic bingo devices are: ___ played with 36 or less faces per game ___ limited to one per player ___ free of other gambling, entertainment, or advertising content [7861.0270, Subp. L(1),(2),& (5)] ___ offered for the same price to all players [7861.0270, Subp. 3L(6)] ___ not used with "you pick'em games" [7861.0270, Subp. 6A] ___ not used for a linked game [7861.0270, Subp. 10C] ___ not used for a breakopen game [7861.0270, Subp. 9H] ___ not played with audio, except for visually impaired players [7861.0270, Subp. 3M] ___ voids are recorded before start of 2nd game, and malfunctions after start of 2nd game reported to Board within 3 business days[7861.0270,Subp.3L(7)]
		6. Compensated employees publicly display their name while working. [349.168, Subd. 2]			
		7. The lessor, the lessor's immediate family, or any agents or gambling employees of the lessor do not participate as players in the conduct of lawful gambling on the premises. [7861.0240, Subp. 3A(6)(d)]			
		8. Persons under age 18 do not play bingo at the premises. [349.2127, Subd. 8] NOTE: Persons under the age of 18 may play bingo at one occasion conducted by a licensed organization as part of an annual community event if accompanied by a parent or guardian.			

(continued on next page)

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Yes	No	Bingo Programs	Yes	No	Conduct - Beginning a Game
		19. Bingo programs are available to all players prior to the start of the first game (may be posted). [7861.0270, Subp. 4]			29. Before the start of a bingo game, the following is announced to players: ___ pattern required to win is clearly described [7861.0270, Subp. 6A] ___ prize amount; and for games with alternative prize levels the factors determining the prize amount [7861.0270, Subp. 6B] ___ for a bingo game with a pattern that does not require all available bingo numbers, that selected bingo numbers not pertaining to the pattern will not be called (Bingo balls drawn but not called are not returned to the receptacle until they have been made available for inspection by at least one neutral player at the conclusion of the game.) [7861.0270, Subp. 6G]
		20. The bingo program corresponds to the bingo program on file with the Board, including the list of occasions at which the program will be used. [7861.0270, Subp. 4B]			
Yes	No	Sales to Bingo Players; Coupons			
		21. Bingo cards and paper are paid for by players before the first ball for a specific game is drawn, except for sealed sheets used in a breakopen bingo game. [7861.0270, Subp. 5C(3)]			30. Following the selection of each bingo number: ___ if a bingo ball selection device is used, the bingo ball, showing the letter/number, is displayed to the majority of players. The ball is not returned to the receptacle until the game is completed. [7861.0270, Subp. 6D] ___ if a wrong number is called, the caller announced that fact, the correct number is called and corrected on the flashboard, if used [7861.0270, Subp. 6E] ___ the letter/number is called before the next number is selected, except when conducting a bingo game where the selected letter and number do not pertain to the pattern being played. [7861.0270, Subp. 6F]
		22. Checks are not accepted. [349.2127, Subd. 7]			
		23. Before selling packets or packages after the 1st game has started, bingo paper for games already played or in play has been defaced. [7861.0270, Subp. 5C(4)]			
		24. Bingo paper sheets or packets with identical faces are not sold during a single game, except for sealed paper during a breakopen game. [7861.0270, Subp. 3G]			
		25. Free or discounted bingo cards or bingo paper are not offered except through the use of coupons. [7861.0270, Subp. 5C(7)]			
		26. Coupons are filled out completely and contain: ___ dollar value ___ player's name, address, driver's license or other picture ID. ___ if the player does not have picture ID, may use picture ID of another player who can verify identity of player redeeming coupon. Include name, address, phone number, and signature. ___ printed name and signature (in ink) of player redeeming the coupon [7861.0270, Subp. 5A]			
		27. Coupons are not used for linked bingo games. [7861.0270, Subp. 5B]			
Yes	No	Hard Cards	Yes	No	Conduct - Closing a Game (except linked game)
		28. If bingo hard cards are used: ___ gross bingo receipts did not exceed \$150,000 in last fiscal year. [349.17, Subd. 5(b)] ___ checker completes LG808 Checker's Record and LG809 Checker's Prize Winner Record [349.17, Subd. 4; 7861.0270, Subp. 17G] ___ checker does not collect payments [349.12, Subd. 8] ___ caller completes LG810 Caller Verification Form [7861.0270, Subp. 17A]			31. When a player declares a bingo: ___ the game is stopped ___ the next ball is removed before shutting the device off so that it is the next ball called if the bingo is not valid ___ in a continuation game, the next bingo ball must be held and used as the 1st ball called for the next game ___ If the ball drawn does not pertain to the pattern, another ball is drawn. [7861.0270, Subp. 7A and B] An organization employee reads off: ___ for bingo paper, the serial and face number ___ for a bingo hard card, the face number. [7861.0270, Subp. 7C]
					32. Winning bingos are verified by both: • an organization floor employee, and • a neutral player or an electronic verification device. [7861.0270, Subp. 7C]
					33. The bingo caller has asked the players at least twice if there are any other bingos before announcing the completion of the game. [7861.0270, Subp. 7D]

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Yes	No	Conduct - Awarding Bingo Prizes	Yes	No	Linked Bingo
		34. A prize is awarded if: <input type="checkbox"/> the bingo paper or hard card was sold at that occasion <input type="checkbox"/> a player completed the predetermined bingo pattern with the letters/numbers called (matches bingo program) <input type="checkbox"/> the bingo is verified Prizes are not awarded based upon any other method, including any element of chance. (prizes match bingo program.) [7861.0270, Subp. 8A]			41. Linked bingo sheets are sold separately from packets or packages, and sold for the same price. [7861.0270 Subp. 3E and Subp. 5C(2)]
		35. For multiple winners of a: <input type="checkbox"/> cash prize, the cash amount is divided into equal amounts <input type="checkbox"/> merchandise prize that cannot be divided, substitute prizes of equal value are awarded, or cash is substituted. Prizes match bingo program. [7861.0270, Subp. 8B and C]			42. Only linked bingo paper sheets are used, and duplicate faces are not allowed in the same linked game. [7861.0270, Subp. 10C]
					43. Before the first bingo number is selected, the linked bingo game provider announces the jackpot amount. [7861.0270, Subp. 10G]
		36. Prize receipts are completed for: <input type="checkbox"/> each prize of \$100 or more <input type="checkbox"/> bingo games where the value of the prize cannot be determined and verbally announced to players prior to the start of the game. [7861.0260 Subp. 5A(1) and (2)]			44. Sales of linked bingo paper are stopped at least 15 minutes before the first bingo number is selected. [7861.0270, Subp. 10H]
					45. After a bingo has been declared by a player, the winning face is verified by the organization and confirmed by the linked bingo game provider. [7861.0270, Subp. 10I]
		37. The maximum prize for a single bingo game does not exceed \$200 except for a cover-all or progressive bingo game. [349.211, Subd. 1 and 2]			46. The player's guide is available to all players (provided by linked bingo game provider).
					47. Consolation prizes are \$200 or less. [349.211, Subd. 1a(2)]
		38. Maximum prizes for all coverall games played do not exceed \$1,000. [349.211.Subd.1]	Comments: 		
		39. Progressive game prizes: <input type="checkbox"/> the initial prize does not exceed \$500 <input type="checkbox"/> is increased by up to \$100 each occasion <input type="checkbox"/> progressive prize limits per game, including progressive cover-all game, do not exceed \$2,000 <input type="checkbox"/> total amount awarded for progressive bingo prizes in a calendar year does not exceed \$48,000. [349.211, Subd. 2]			
		40. Total prizes awarded for a bingo occasion do not exceed \$2,800, excluding cover-all games. If cover-all games played, then occasion limit is \$3,800. [349.211, Subd. 1]			

Organization representative/employee: I certify that I received a copy of this report on behalf of the organization:

Signature _____ Date _____ Print name _____

The information on this form was used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities and will become public information.