

FACILITY RENTAL AGREEMENT CHECKLIST (SAMPLE)

Prior to signing a rental agreement or facilities use agreement has the following been reviewed:

Facility Walk Through

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Facility suitable for volleyball practice and tournament play |
| <input type="checkbox"/> | <input type="checkbox"/> | Checked floor surfaces for defects or trip and fall hazards |
| <input type="checkbox"/> | <input type="checkbox"/> | Checked low hanging lights, heating units, plumbing, and basketball backboards |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate seating - bleacher seating in good repair |
| <input type="checkbox"/> | <input type="checkbox"/> | Men's and Women's restrooms in good repair |
| <input type="checkbox"/> | <input type="checkbox"/> | Men's and Women's locker rooms in good repair |
| <input type="checkbox"/> | <input type="checkbox"/> | Limited access to balance of school or facility |
| <input type="checkbox"/> | <input type="checkbox"/> | Limited access to wrestling mats and gymnastics equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | Volleyball standards padded and in good repair |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a school official or facility representative on premises during use of facility? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there procedures for advising venue owner of problems? |
| <input type="checkbox"/> | <input type="checkbox"/> | Quick access to phone in the event of emergencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have maintenance/security personnel been advised of your rental of the facility? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a key required to gain access to the facility? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are exits marked and doors unlocked? (no chains securing double doors) |
| <input type="checkbox"/> | <input type="checkbox"/> | Rental Agreement required |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there well-lit & monitored parking spaces? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there secure "team" parking areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an Emergency Response plan at facility for evacuation & medical emergencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a responsible party for removing unruly spectators? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are lighting and electrical systems checked at facility? Any emergency lighting? |

Rental Agreement Review

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the agreement specify dates and times the Club/Region is responsible for venue? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an indemnification clause? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the indemnification only favor the venue owner? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Club/Region responsible for all loss or liability, regardless of fault? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there any insurance requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are limits required in excess of \$2,000,000 Each Occurrence? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can rental agreement be amended? |
| <input type="checkbox"/> | <input type="checkbox"/> | Venue owner has been advised in writing of the defects, damage, or portions of facility Club/Region will not take responsibility for. |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the Indemnification Clause Addendum been added to the Agreement? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are certificates of insurance required? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the agreement include signature of a board authorized person? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a waiver of subrogation required per the contract? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you responsible for business personal property of others? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there provisions, which make you responsible for "loss of use" of property? |
| <input type="checkbox"/> | <input type="checkbox"/> | Responsible for guests and spectators? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there any liquor liability exposure? |
| <input type="checkbox"/> | <input type="checkbox"/> | Any special wording required? |
| <input type="checkbox"/> | <input type="checkbox"/> | Warranties or representations about suitability or use of rental equipment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Quick Release Adhesive Floor Tape used to line finished floors? |