

Rental Agreement Checklist

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

___ Facility Walk Through

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

___ Rental Agreement Review

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