Rental Agreement Checklist

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

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**Facility Walk Through**

- 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**

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- 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 adviser 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?