## **Rental Agreement Checklist**

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

	Facil	ity 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?
	Rent	al Agreement Review
Yes	No	Dec. 41
		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?