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?