Iowa Volleyball Region

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Rental Agreement Checklist

Updated: February 10, 2010

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?