



Rental Agreement Checklist

Updated: August 6, 2014

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?