

<b>Prior to the Rental:</b>			
All facility or equipment rentals should be formalized by a written rental permit (this does not necessarily have to be a complex legal document – it must simply outline the basic elements of the agreement);			
Ensure that the facility and/or equipment meets local safety codes and Public Health standards;			
Consider conducting frequent upgrades to ensure that the most recent codes are met;			
Arrange for annual inspections by qualified individuals or companies to ensure that the facility/equipment is in safe condition;			
Carry out regular maintenance to all major and minor components;			
Ensure that grounds, access and vegetation are properly maintained, are clean and sanitary and that the entire facility/equipment is safe;			
Work with the municipality or body that operates the facility to ensure that the body carries out the safety checks noted above;			
Ensure that an effective risk transfer agreement is in place, holding the club harmless from any potential liability emanating from the use of the facility/equipment. Consult qualified legal counsel to ensure that such an agreement is in place;			
Ensure that the renter provides proof of insurance of the facility or equipment, adding your club as an additional insured.			
<b>Finance Controls</b>			
Contact insurers to ensure that the facility is registered in your Club's files whether owned and operated by the Club or by another party			
The Club must purchase at least \$ 2,000,000 Liability coverage with Kinsmen & Kinette Clubs of Canada named as Additional Insured's for the facility or equipment they own.			
If your Club owns or operates the facility, ensure that a facility management reserve fund is established to ensure that the cost of periodic maintenance and component replacement is dealt with over a manageable time frame			