

<b>Risk Control Tasks to be Completed: Lease Agreements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Prior to the Rental:</b>			
All lease agreements should be formalized by a written contract (this does not necessarily have to be a complex legal document – it must simply outline the basic elements of the agreement);			
Work with the party that operates the facility to ensure that the party carries out the requisite safety checks;			
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. Consult qualified legal counsel to ensure that such an agreement is in place.			
<b>Finance Controls</b>			
Contact insurers to ensure that the lease agreement is registered in your club's files;			
Additional liability insurance riders may be purchased locally if deemed necessary			