

User Agreement Checklist

Issue	Y	N	NA
Is the correct legal entity named as the User of the Facilities?			
Does the agreement clearly describe to the User the areas being rented? <i>Does it include a description of any common areas they will have access to?</i>			
Does the agreement clearly describe the activities that the User is authorized to undertake at the facility?			
Is there any special set up required at the Facility by the User? <i>If so, are the requirements clearly listed in the agreement?</i>			
Does the agreement list any equipment that the User is entitled to access as part of this agreement?			
Are the dates and times when the use is authorized clearly shown?			
Are emergency contact numbers listed for both the User and the District?			
Have you included indemnity obligations that require the User to indemnify and hold harmless the District from any losses which arise due to their use of the facilities and equipment?			
If the User is a commercial or non-profit group have you required that they carry liability insurance of at least \$1,000,000.00 to cover their activities while using the Facility? <i>Have you required that they provide the District with a Certificate of Insurance evidencing that the required coverage is in force?</i>			
Does the agreement require the User to comply with all fire, safety, health and governmental or other regulatory authority requirements while at your Facility?			
Have you included requirements for adequate supervision at all times while the User group is at the Facility?			
Has the User been required to report promptly any accidents or incidents which occur on the District property?			
Have you detailed the requirements for cancellation by the User (time lines and circumstances)?			
Does the agreement include termination provisions that allow the District to terminate the agreement if they need to?			
Is there a user fee for use of the Facility? <i>If so, is it shown in the agreement and are the requirements for payment (time and method) included?</i>			
Does the user fee cover the operating costs? <i>Shared use of school facilities is meant to be self-sustaining. Funds are not diverted from educational programs to support them</i>			
Has the agreement been signed by both the User and the District?			

The checklist is designed as a tool to assist the District in preparing User Agreements. It is not intended (nor would it be possible) to comprehensively cover every aspect of every agreement. Rather, the checklist should be considered a starting point to get the drafters of User Agreements thinking about some of the significant issues.