

INSPECTION OF PREMISES FOR CONDITIONS OF SAFE USE FACILITIES CHECKLIST

LOCATION:			
PARKING LOT			
ENTRANCE AREA & FLOOR			
DANCE FLOOR			
CALLER'S AREA OR STAGE			
KITCHEN & DINING AREA			
RESTROOMS			
LIGHTING FACILITES			
FURNITURE			
WINDOWS & DRAPES			

We have inspected the square dance facilities provided for our use, both before and after the conclusion of our dance. We find all conditions to be normal and acceptable for safe use, except as noted above.

Signed		Date	
Signed		Date	
Name of Square Dance Club			

Complete duplicate copies: One for club & one for Custodian.

FACILITIES CHECKLIST: This suggested facilities checklist is to be used before each dance. The facility should be checked and items that are not in proper working order should be noted and brought to the attention of the custodian before taking possession of the facility (dirty, sticky floors; loose tile or floor boards; parking area lighting and condition, etc.) The form should be made in duplicate (original to custodian and have him sign and date your copy) If this is not done, the club or organization could later be billed for repairs or cleaning; or worse, held liable if condition of facility is inadequate for dancing and an accidental injury is sustained by a dancer as a result of faulty conditions.

RETAIN FOR YOUR RECORDS