

# FACILITY CHECKLIST

## INSPECTION OF PREMISES FOR CONDITION SAFE USE

Name of Square Dance Club: \_\_\_\_\_

Facility: \_\_\_\_\_

- **Parking Lot Area** \_\_\_\_\_  
\_\_\_\_\_
- **Entrance Area & Floor** \_\_\_\_\_  
\_\_\_\_\_
- **Dance Floor** \_\_\_\_\_  
\_\_\_\_\_
- **Caller's Area on Stage** \_\_\_\_\_  
\_\_\_\_\_
- **Kitchen & Dining Room Area** \_\_\_\_\_  
\_\_\_\_\_
- **Restrooms** \_\_\_\_\_  
\_\_\_\_\_
- **Lighting Facilities** \_\_\_\_\_  
\_\_\_\_\_
- **Furniture** \_\_\_\_\_  
\_\_\_\_\_
- **Windows & Drapes** \_\_\_\_\_  
\_\_\_\_\_
- **Other** \_\_\_\_\_  
\_\_\_\_\_

# **FACILITY CHECKLIST**

## **INSPECTION OF PREMISES FOR CONDITION SAFE USE**

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 by Club

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by Facility

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

***Complete in duplicate: one for club and one for facility.***

***Facilities Checklist:*** 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, restrooms, etc.). The form should be made in duplicate (original to custodian and have him/her sign and date our 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. (Or, might be blamed by the next group/organization that comes in to use the facility.)