

RISK CONTROL: FACILITIES USE TRACKING FORM



Public entities often lease, rent or make available their facilities and parks for various events. When doing so it is important to ensure that proper and consistent risk transfer procedures are in place to help protect your entity from incurring liability and to transfer that risk back to the user of the facility or park. If possible, it is recommended that the management of all facilities use agreements be centralized so that insurance requirements, waivers, etc., are being collected consistently.

The form below is designed to help track your facilities use risk transfer requirements and to help you evaluate where you may be at risk.

Entity Name:			Employee Name:			Date Completed:		
Location	Address	Department	Dates in use	Certificate of Insurance?	Names of Additional Insureds	Hold Harmless?	Policy Limits	Policy Expiration Date

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