

## SITE AGREEMENT FOR EVENTS

1. Reservations for council-owned sites must be made through council headquarters (form #2150).
2. It is recommended that a written agreement for use of each site not owned by or leased by the council be obtained. Site agreements should specify responsibilities regarding local codes and use of the site, facilities, equipment, and services. If the owner does not provide a written agreement, write a letter to the owner that restates all the information that has been agreed to.

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### Girl Scouts of Virginia Skyline Council, Inc. PROCEDURES FOR REVIEWING CONTRACTS

To provide programs, training events, and activities for Girl Scouts, it is often necessary to contract with other organizations for the use of their sites, facilities, and equipment.

Such contracts often contain "hold harmless" provisions and/or waivers of liability designed to protect the owner. However, these provisions are rarely in the best interest of the council. The council's insurance broker and attorney have advised the council to review each contract carefully and depending on the language in the contract, have advised the council not to agree to broad waivers of liability.

Therefore, contracts for any Girl Scout event, training session, or other activity being held anywhere in the council's jurisdiction must be submitted to council headquarters for review and signature by an authorized staff member. **For the protection of the council and the individual, volunteers are not authorized to sign contracts for the use of sites and facilities or for rental/lease of equipment.**

The following are the procedures for arranging for the use of sites and facilities not owned by Girl Scouts of Virginia Skyline:

- For Site Facility Use:**
1. Locate a site/facility suitable for use.
  2. Arrange for the use of the site/facility with the owner/operator.
  3. Inspect the site/facility and all the parts of the site that will be used for the event following the Initial Site Inspection Checklist.
  4. Upon receipt of the contract from the owner, mail it to council headquarters at 3663 Peters Creek Rd., NW, Roanoke, VA 24019 or fax it to (540) 777-1151 along with a description of the event, contact information, and a copy of the completed Initial Site Inspection Checklist. Allow sufficient time for review. **Do not sign the contract yourself.**
  5. The executive director or her designated staff member will review the contract and sign if appropriate.
  6. Some terms included in some contracts are not acceptable and place the council at great legal and monetary risk. Contracts and leases including broad "hold harmless" statements or waivers holding GSVSC responsible for the facility will not be signed.
  7. The designated staff member will notify you if language contained in the contract is acceptable. If the owner of the site/facility is not willing to accept alterations to the contract, an alternative site for the event will have to be found.
  8. The council carries general liability insurance. Upon receipt, a certificate of insurance can be provided to the owner/operator of a site/facility. Use the GSVSC Request for Certificate of Insurance (#1040).

## Initial Site Inspection Checklist

Indicate the reason for this site inspection and the name below:

<input type="checkbox"/>	Program Event:
<input type="checkbox"/>	Training:
<input type="checkbox"/>	Meeting:

Prior to submitting the Application for Event Approval (#1073), use this form to conduct a site visit. Note below by number any comments about areas that do not meet the following standards and/or how accommodations will be made to meet the standard (use additional paper if necessary). Attach this completed form to the Application for Event Approval and submit 4-6 months in advance of the projected event date.

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the site safe, secure, clean, and free from hazards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the site/facility large enough to accommodate the expected number of participants?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Is the site accessible for persons with disabilities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Does the site have accessible toilets and sanitary facilities including facilities designated to accommodate those with disabilities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Is it accessible by telephone or other communications equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Is there adequate parking for vehicles?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is there sufficient potable water for all participants?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Is there enough space to provide shelter for all participants in the event of inclement weather?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Are potentially dangerous areas, such as sharp drop-offs, clearly marked or restricted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Is the site free from observable sewage disposal problems?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Are any buildings being used properly ventilated, well lighted, heated, and free from hazards, and do they have at least two exits?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Do the buildings have emergency exits, which are functioning, easily accessible, adequate to evacuate the expected number of participants, and well marked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Has the owner verified that all state and local regulations related to drinking water, sanitation, building outdoor fires, etc. are observed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. If a kitchen/dining area will be used, verify with the site owner that the appropriate permits and licenses have been obtained and the facility complies with all applicable building and health codes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Is a written contract for the use of this site required from the site owner/operator? If so, attach the completed contract to be signed by authorized GSVSC staff.

Over...

For any program facilities on site to be used for activities such as swimming, ropes courses, horseback riding, etc., be sure to refer to the appropriate GSVSC procedures or to *Safety-Wise* activity checkpoints.

Below record the number from page 1 which does not come into compliance with the standard. Record what is wrong and what accommodation can be made (either by the owner or by the event) to come into compliance. Use additional paper if necessary.

NUMBER	Why does the site not comply with this item?	What will be done?

Signature: \_\_\_\_\_

Date of Inspection: \_\_\_ / \_\_\_ / \_\_\_