

FACILITY USE AGREEMENT

□ Group 3B Users - For short-term or one-time use, Facility User will provide Facility Owner with general liability insurance in an aggregate amount of not less than One Million Dollars (\$1,000,000) per occurrence. The policy shall also include evidence of coverage for damages arising from molestation or misconduct in the amount of not less than \$1,000,000.00 per occurrence for the duration in which Facility User uses <insert parish name, city> property. Facility User shall provide an acceptable certificate of such insurance that shows/names Facility Owner as additional insured, said certificate to be attached to this Use Agreement as Attachment C.

The only exception to the coverage limits is that sexual molestation or misconduct insurance coverage may not be required if the Facility Owner can certify that the Facility User will have no unsupervised contact with minors or vulnerable adults or, that no minors or vulnerable adults will be on the premises during the Facility User’s activity. These exceptions must be approved on a case-by-case basis by the Office of Property & Construction Services after consultation with Catholic Mutual/Parish Financial Services.

Should Special Events Coverage be used to fulfill the insurance requirements, the Facility Owner will certify that the Facility User will have no unsupervised contact with minors or vulnerable adults and that no minors or vulnerable adults will be on the premises during the Facility User’s activity.

NOTE: Facility User understands that insurance coverage for their personal property is the Facility User’s responsibility.

- 9. **SAFE ENVIRONMENT OBLIGATIONS** applicable to Group 3 users: Facility User certifies that all Safe Environment obligations have been met as required by the U.S. Conference of Catholic Bishops’ Charter for the Protection of Children and Young People. All individuals with ongoing unsupervised contact with minors have a cleared criminal background check; have completed safe environment child abuse prevention training and have read and agreed to follow the abuse prevention policies of the Facility User.
- 10. **TERMINATION:** Facility Owner reserves/retains the right to terminate the Use Agreement.
- 11. **CHANGES TO THIS AGREEMENT:** All notices/changes to this agreement shall be done in writing and submitted to all parties.
- 12. **OTHER TERMS:** <Insert all other additional parish-specific terms, rules, policies, if any>

AGREED:

For Facility User:

For Facility Owner:

<Insert name of authorized signer>
<Insert organization/parishioner name,
address, city, state>

<Insert name of pastor or pastoral leader>
<Insert parish name, address, city, state>

(keep this agreement on file at least four years from the date signed)

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ATTACHMENT A

ADDITIONAL INFORMATION

ATTACHMENT TO USE AGREEMENT DATED _____

1. Name of Organization / Parishioner: _____
2. Address: _____
3. Phone Number(s): _____
4. Space(s) to be Used: _____
5. Date & Time of Facility Use: _____
6. Type of Facility Use: _____
7. Facility Use Fee: \$ _____ Damage Deposit: \$ _____
8. Janitor Fee: \$ _____ Cleaning Fee (Kitchen/Hall): \$ _____
9. Types of Refreshments: _____
10. Private Caterer: _____
11. Family will bring food: _____
12. Alcoholic beverages served: Yes (if Yes, liquor license required) No
13. Will licensed bartender be present: Yes No
14. Security guard required: Yes No

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ATTACHMENT B
NONPROFIT DOCUMENTATION

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ATTACHMENT C
INSURANCE CERTIFICATE