GUIDELINES FOR USE OF PARISH PROPERTY
CORPORATION OF THE CATHOLIC ARCHBISHOP OF SEATTLE (CCAS)
Property and Construction Services

INTRODUCTION

Through baptism the faithful are invited to share in Christ’s ministry. They respond to this invitation by sharing their time, talent, and energy in myriad ways. Their efforts are necessary to the building up of the Church and to extending her ministry in the world.

The *Decree on the Apostolate of the Laity* of the second Vatican Council notes that the ordained ministers of the Church have the responsibility “to foster the apostolate of the laity, to put forward its principles and to provide spiritual helps, to direct the exercise of the apostolate to the common good of the church and to see that doctrine and good order are preserved.” It also indicates that “the apostolate of laypeople admits of varying kinds of relationship with the hierarchy according to its different forms and objectives” (24).

The rich diversity of parish life is reflected in the many ministries and activities that take place in its facilities, and the different groups who participate in them. There are a variety of relationships between parishes and the groups or individuals who carry out these activities in parish facilities.

The Archbishop, as leader of the Archdiocese, is responsible for assuring that activities taking place in parishes are in accord with canon law as well as with civil laws and regulations. He works closely with the pastors and other appointed pastoral leaders to assure the good stewardship of parish property by creating policies and guidelines for administration of parish facilities and resources that properly reflects the relationship between the parish and those who use its facilities. This protects those using the facility as well as the parish.

Following is a summary of the various types of Nonprofit and For Profit organizations and individual parishioner use of parish facilities that are welcomed and supported in their activities, along with the requirements for assuring the good stewardship and protection of all involved.

These guidelines apply to both “For Profit Users” and “Non-Profit Users” of parish facilities. Contact the Office of Property and Construction Services for any questions concerning use of these guidelines.

DESCRIPTION OF VARIOUS PARISH FACILITY USER GROUPS

Listed below are descriptions of three different types of groups. Select the one that best describes the group applying for use of parish facilities.
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**Group 1 (Parish Groups)**
Generated and organized by the parish;  
Purpose is to provide a program or service on behalf of the parish;  
Pastor has active operational control and final decision-making authority;  
Organizer or leader is a parish employee or volunteer;  
Pastor has complete fiscal oversight; and  
Fees collected and costs incurred flow through parish accounts.

For Group 1 (Parish Groups) the following apply:  
- A facility use agreement is **not** needed;  
- Verification of the group’s Federal nonprofit status is **not** needed;  
- The group’s activities are covered by the Archdiocesan liability policy;  
- Background checks are to be conducted by the parish in accord with Archdiocesan policy; and  
- The parish is responsible for assuring that training and policy sign off is completed in accord with Archdiocesan Safe Environment policies.

**Group 1A (Visiting Parishes and Groups under CCAS Umbrella)**
Generated and organized by another parish, Chancery, or another entity that is part of the Corporation of the Catholic Archbishop of Seattle.

For Group 1A (Visiting Parish Groups or Chancery) the following apply:  
- A facility use agreement is **not** needed though may be used at the discretion of the Pastor of the parish at which the activity is occurring;  
- Verification of the group’s Federal nonprofit status is **not** needed;  
- The group’s activities are covered by the visiting group’s Archdiocesan liability policy;  
- Background checks are to be conducted by the visiting group in accord with Archdiocesan policy; and  
- The visiting group parish is responsible for assuring that training and policy sign off is completed in accord with Archdiocesan Safe Environment policies.

**Group 2 (Individual Parishioners)**
Individual parishioners using space for a non-parish sponsored event.

For Group 2 (Individual Parishioners), the following apply:  
- The CCAS Property and Construction Office facility use agreement **is** required (see:  
  www.seattlearchdiocese.org/property)  
- Verification of the group’s Federal nonprofit status is **not** needed;  
- Special Events Coverage provided by the Arthur J. Gallagher TULIP policy (https://eventus.aigrms.com) **is** required (this cost may be paid by the parish);  
- Background checks are **not** required;  
- Safe Environment policies do **not** apply.
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Group 3 (Independent Collaborators in Ministry)
Organizationally, these groups are not under the jurisdiction of the pastor and are not generated or organized by the parish, but may involve parishioners and required to follow applicable parish policies and procedures, e.g. scheduling, advertising events, etc. Operational control, decision-making authority and fiscal oversight are outside of the parish; and the groups must be a Federal 501(c)(3) nonprofit.

Group 3A (Blanket Certificate of Insurance Coverage on File with Archdiocese & Arthur J. Gallagher Insurance)
Groups approved under this category as of January 1, 2009, are: Knights of Columbus, and Non Parish Chartered American Heritage Girls Troops.
For Group 3A, the following apply:
- The CCAS Property and Construction Office Facility Use Agreement is required (see: www.seattlearchdiocese.org/property);
- Verification of the group’s federal nonprofit status is not required;
- Certificate of insurance or Special Events Coverage is not required;
- Background checks are the responsibility of the group;
- Safe Environment training and policies are the responsibility of the group.

Group 3B (Requires Insurance Coverage)
These groups do not have blanket Certificates of Insurance Coverage on file with the Archdiocese.
For Group 3B, the following apply:
- The CCAS Property and Construction Office facility use agreement is required (see: www.seattlearchdiocese.org/property);
- Certificate of insurance or Special Events Coverage is required*;
- Background checks are the responsibility of the group;
- Safe Environment training and policies are the responsibility of the group.

Group 4 Profit Organizations
For Group 4, the following apply:
- The CCAS Property and Construction Office facility use agreement is required (see: www.seattlearchdiocese.org/property);
- Certificate of insurance or Special Events Coverage is required*;
- Background checks are the responsibility of the group;
- Safe Environment training and policies are the responsibility of the group.
*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 and 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 and Construction Services after consultation with appropriate Archdiocesan offices. 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.
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FACILITY USE AGREEMENTS

A Parish Facility Use Policy is recommended. Contact the Office of Property and Construction Services for assistance in developing such a policy.

The CCAS Property and Construction Facility Use Agreement (see: www.seattlearchdiocese.org/property) must be used when the Group 2, Group 3, or Group 4 use parish facilities (whether a fee is charged or not charged) on a one-time or short-term basis.

The CCAS Facility Use Agreement is a Microsoft Word document. The parish can use this agreement as a template for an agreement tailored to the parish or as a stand-alone document. The requirements for Group Designation, Nonprofit Status, Indemnification, Liability Insurance, and Background Checks and Safe Environment cannot be changed or altered.

Please note that this does not include long-term, intensive, or worship-related use of parish facilities by non-parish sponsored groups which requires a lease arrangement that must be executed by the Office of Property and Construction Services, (206) 382-4851.

CERTIFICATE OF INSURANCE

The Facility Use Agreement requires the non-parish sponsored facility user to provide the parish with a certificate of insurance documenting general liability coverage in the amount of $1,000,000 per occurrence. This certificate of insurance must name the parish AND the archdiocese (the “Corporation of the Catholic Archbishop of Seattle”) as an “additional insured”. It is not adequate to obtain a certificate which names the parish and the archdiocese as a “certificate holder.”

However, when the non-parish sponsored facility user is an individual parishioner, it is becoming more and more difficult to add this type of usage to an individual’s homeowner insurance policy. Most insurance companies no longer provide this service. In lieu of providing the certificate of insurance, the non-parish sponsored facility user, especially individual parishioners, should be required as eligible to purchase “special event” liability coverage through the Arthur J. Gallagher TULIP program. See Special Events Coverage below.

Under no circumstances should any facility be utilized by non-parish sponsored groups or individual parishioners without proper insurance in place prior to the usage.

SPECIAL EVENTS COVERAGE

Special Events Coverage (provided by the Arthur J. Gallagher TULIP program) is a mechanism which allows the archdiocese and your parish (or school) to extend liability insurance coverage that would not otherwise be available to an individual parishioner or nonprofit organization in order for them to use your facilities for a non-parish sponsored event. The cost for Special Events Coverage varies depending on several factors including number of participants and length of event. This policy provides $1,000,000 liability coverage and other coverages specified in the Certificate of Insurance provided when the policy is purchased. Parishes should utilize Special Events Coverage exclusively for all of their facility usage by non-parish sponsored groups and especially by individual parishioners. The facility user can purchase the policy directly via their TULIP website (https://eventus.ajgrms.com). On the website, click “quick quote” for the application.
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Who is eligible for Special Events Coverage?
Individual parishioners may need this coverage for events such as private wedding receptions or family anniversary celebrations. Nonprofit organizations such as local charities may need this coverage for any event.

What is covered by Special Events Coverage?
There are restrictions to the Special Events Coverage. Below is a brief explanation of what is covered along with some items that are excluded. Please note that the actual coverage form must be examined for an exhaustive explanation of what is covered and excluded.

- Most non-parish sponsored activities are covered by Special Events Coverage. Common examples are wedding receptions, family celebrations, awards banquets, and fundraisers.
- $1,000,000 in liability coverage for bodily injury and property damage is provided for the special event facility user, parish, and archdiocese. Please note that the $1,000,000 limit is shared by the covered parties and is a “per event” coverage.
- Liquor liability coverage may be purchased.

Some types of events not covered:
- Animal Acts and Shows
- Balloon Rides
- Base Jumping
- Bounce Houses (Inflatables)
- Boxing, Wrestling, Hockey, Contact Karate or Martial Arts Events
- Circuses
- Carnival Rides
- Concerts Not Classified under Hazard Class II and III
- Film Production
- Fireworks
- Halloween Haunted Houses
- Heads of State Events
- Instructional Classes-Drivers Educations, Flying or Health Related
- Mechanical Amusement Rides or Services
- Motorized Sporting Events
- Rodeo and/or Roping Events (includes practice)
- Renaissance Fairs/Festivals
- Swap Meets/Flea Markets

What is the application procedure for Special Events Coverage?
The facility user or the parish can go online to the TULIP website (https://eventus.ajgrms.com) complete the form and pay with a credit card. A confirmation and Certificate of Coverage will be forwarded to the specified e-mail address. The parish should keep a copy of the Certificate as proof of coverage along with a signed copy of the Facilities Use Agreement.