

Facilities Usage Frequently Asked Questions:

1. Do I need to fill out a Facility Usage/Indemnity Agreement?
2. Is my event Parish Sponsored?
3. Do I need to Provide Certificate of Insurance?

The Facility Usage/Indemnity Agreement must be used when non-parish sponsored or affiliated groups periodically use parish facilities. The following groups are examples of non-parish sponsored or affiliated groups that should sign the Facility Usage/Indemnity Agreement:

1. Girl Scouts, Knights of Columbus, American Legion or other similar organizations that use parish facilities for meetings or fundraisers.
2. AAU sport teams or non-parish sponsored sport classes/clinics.
3. Parishioner and non-parishioner families that rent or use parish facilities for wedding receptions, family reunions, anniversary parties or other similar activities. Please note that funeral luncheons are parish sponsored events.
4. Any other organization, municipality or county organization that uses parish facilities for a meeting or function that is non-parish sponsored.

The Facility Usage/Indemnity Agreement requires the 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 your parish as an **Additional Insured** – This can often be obtained from homeowner’s insurance policy. It is not adequate to obtain a certificate of insurance, which names the parish as a “certificate holder.” In lieu of providing a Certificate of Insurance, a parishioner or non-parishioner family holding a one-time event would be eligible to purchase Special Events Coverage via Catholic Mutual and the Archdiocese of St. Paul & Minneapolis.

It is often asked what criteria an organization must meet to be parish sponsored or affiliated. In the event of an insurance claim involving a potential non-parish sponsored activity, the following questions would be asked to further determine if a group was parish sponsored and eligible for insurance coverage:

1. Did the parish have full control over the group or function?
2. Did any costs or fees associated with the function flow through parish accounts?
3. Was the function or group open to all parish members?
4. Was the purpose of the function or group to facilitate learning, raise revenue for the parish or provide a social service on behalf of the parish?
5. Was the teacher or leader of the group a parish volunteer or employee?

In general, a group, which does not meet the definition of an affiliated organization or is unable to answer the above five questions in the affirmative would not be parish sponsored. Accordingly, that group must sign the Facility Usage/Indemnity Agreement and supply the parish with the necessary insurance documentation.