



CATHOLIC MUTUAL GROUP

Serving the temporal needs of the church since 1889

MEMORANDUM

Date: 11/24/10 Revised 05/26/2015
To: All Diocesan Offices, Schools & Parishes
From: Ruben Luna, Assistant Claims Risk Manager
RE: *Guidelines for Renting Parish Hall*

The following documents are necessary anytime anyone rents any Diocesan/Parish/School facility. Each renter will provide either a completed Facility Usage/Indemnity Agreement or Unaffiliated Organization Agreement and also, either an application for Special Event Coverage or a Certificate of Insurance. The following explains each document and what is required of the renter. No one should be allowed to rent a facility without providing insurance coverage for the event.

- 1) Facility Usage/Indemnity Agreement - This form needs to be completed when anyone uses the parish/school facilities on a short-term basis, such as one or two days. This Agreement requires the facility user to provide the parish with a certificate of insurance documenting general liability coverage in the amount of **two million dollars (\$2,000,000)**. This certificate must name the parish or school as well as ***The Roman Catholic Bishop of San Bernardino, a Corporation Sole*** as an additional insured. This form can also be used with the application for Special Event coverage. Please keep a completed copy of this form in your parish files. Also if you want the Risk Manager to review any completed forms, please fax them with that request to (909) 883-9311.
- 2) Unaffiliated Organization Agreement – This form is similar to the Facility Usage/Indemnity Agreement; however, it should be used by organizations such as the Knights of Columbus, Girl and Boy Scouts, Catholic Daughters, Italian Catholic Federation, etc. This should be used with organizations that are not affiliated with the parish, but are recognized organizations. This agreement requires the facility user to provide the parish with a certificate of insurance documenting general liability coverage in the amount of **two million dollars (\$2,000,000)**. This certificate must name the parish and ***The Roman Catholic Bishop of San Bernardino, a Corporation Sole*** as an additional insured. Also, if you would like the Risk Management office to review the completed form please fax the form to (909) 883-9311.

Mailing Address:

c/o The Diocese of San Bernardino
1201 East Highland Avenue
San Bernardino, Ca 92404-4641

Physical Address:

The Rezek Center
2101 North Waterman Avenue, Third Floor
San Bernardino, CA 92404
(909)886-6001
Facsimile (909)883-9311

- 3) Application for Special Events- This form is to be used for all personal events being held on parish/school property. The cost of this coverage remains at \$125 and the completed form along with the check for \$125 will need to be mailed to our office. The event will be either approved or disapproved by the carrier providing the coverage and the parish or school will be notified. This is why it is important that the application and check be received no later than two weeks prior to the event.

If the event involved an overnight stay, there might be an increased charge.

Please make sure all checks for \$125 are made payable to:

The Roman Catholic Bishop of San Bernardino.

Please mail the application form and the check to:

Catholic Mutual Group
c/o The Diocese of San Bernardino
1201 East Highland Avenue
San Bernardino, CA 92404

In lieu of purchasing the special events coverage for a personal event, such as a wedding reception, or anniversary dinner, the individual may provide a certificate of insurance documenting general liability coverage in the amount of ***two million dollars (\$2,000,000)*** per occurrence. This certificate must name the parish or school and ***The Roman Catholic Bishop of San Bernardino, a Corporation Sole*** as an ADDITIONAL INSURED.

*** Funeral dinners or gatherings are considered parish-sponsored events and under the Diocese insurance certificate. Therefore, there is no need for the special events coverage but you may want to have the party sign a usage agreement and do not allow any alcohol. Otherwise they should purchase the special events coverage. Please contact the risk manager if there is any concern about hosting this gathering.*