

Diocese of Dallas

Policy on Use of Entity Facilities

Definitions and Applicability

“Entity” means any diocesan entity (Diocese, parish, parochial school, diocesan high school, seminary, Catholic Charities of Dallas, Inc., St Joseph’s Residence Inc, Texas Catholic Newspaper, and/or Conference Center).

“Outside Organizations” includes, but is not limited to, all Non-Parish Based Organizations, Non-School Based Organizations, or (in the case of Entities that are not parishes or parochial schools) any civic/community/commercial organizations.

This policy covers the use of all Entity facilities by any Outside Organization and / or individual for any reason and also covers parishioners or employees utilizing Entity facilities for events and activities not sponsored by the Entity.

This policy does not cover the “Leasing” or “Licensing” of parish property as those requirements are covered in other policies. (See **Policy on Leases**)

This policy does not cover the Safe Environment aspects of facility use. Those requirements are covered in the **Safe Environment Policy**.

Policy

In order to minimize the risk to the Entity and/or diocese associated with the use of Entity facilities, Entities must ensure that proper controls and insurance coverage are in place at all times.

Any Entity facility use must be approved by the Pastor / Principal / Director / President. Any Outside Organization and/or individual utilizing an Entity facility for any reason or any parishioners or employees utilizing Entity facilities for events and activities not sponsored by the Entity will be required to sign a Facility Use Agreement (“Agreement”) and have adequate liability insurance coverage applicable to their activities.

Note: Individuals or families that provide cake, coffee, or refreshments to participants after baptisms, confirmations, etc. are not required to execute an Agreement with Entities as these are considered parish sponsored activities. Likewise, a group of parishioners utilizing an Entity facility to play a recreational basketball game or similar activity would not need to sign an Agreement, provided they are not representing an Outside Organization or team.

Facility Use Agreement

Facilities may be used for single events or for ongoing, multiple recurring events such as monthly meetings or gatherings.

Regardless of how often the Facility is used, a completed and signed Agreement must be executed and on file at the Entity.

The Agreement must be filled out completely with any additional details or provisions clearly communicated in writing. The Entity must also attach copies of any specific Entity policies and procedures applicable for the event, i.e. kitchen use, decorations, candles, etc. Entities also need to attach copies of any licenses or permits that may be required for the event.

Entity facilities utilized by an Outside Organization and/or individual or any parishioners or employees for recurring events such as monthly meetings or gatherings, only need to execute an Agreement annually. All Agreements expire on December 31st at the latest and need to be re-executed by January 1st.

Entities must keep a complete copy of the Agreement and all attachments on file.

Insurance Coverage

Any Outside Organization and/or individual utilizing an Entity facility for any reason or any parishioners or employees utilizing Entity facilities (for events and activities not sponsored by the Entity) that already maintain Comprehensive General Liability Insurance must provide a "Certificate of Insurance" with the following minimum limits of insurance:

Whenever food and / or alcohol are served or any other hazardous activities deemed applicable by the Diocese Director of Risk Management: \$1,000,000 per occurrence and coverage applicable to the event.

For all other events: \$500,000 per occurrence and coverage applicable to the event.

The certificate needs to state in the Description of Operations section that there is an endorsement to the policy naming "The Roman Catholic Diocese of Dallas" and the specific Entity as "Additional Insured", and that the coverage available under the policy is primary over any other coverage available.

Entities also need to ensure that the coverage listed on the certificate covers all aspects of the event and activities.

Note: Some General Liability Policies may "exclude" coverage for alcohol service. If the event or activity involves serving alcohol, the insurance policy needs to cover this type of activity. To ensure that this specific area is properly covered under their insurance, Entities should request that the certificate of insurance specify that "Liquor Liability" and/or "Host Liquor Liability" is covered under the General Liability Policy. See separate Diocesan Alcohol Use Policy.

If the Outside Organization and/or individual utilizing the Entity facility or any parishioners or employees utilizing the Entity facility for events and activities not sponsored by the Entity do not maintain General Liability Insurance Coverage as set forth above, or if the coverage is insufficient in amount or scope of coverage, they will be required to purchase Special Events Insurance.

If the Outside Organization and/or individual utilizing an Entity facility for any reason or any parishioners or employees utilizing Entity facilities for non-parish / school / diocesan sponsored events and activities utilize any third parties for catering, food service, alcohol service (where allowed), or any other services, the third party must provide the Entity with a certificate of insurance similarly listing the Diocese and Parish as "Additional Insured".