

# *Diocese of Des Moines*

## *FACILITY USAGE GUIDE*

This Facility Usage Guide has been prepared to assist with the following:

- Stress the importance of sharing the Catholic tenets with prospective facility users.
- Help you determine which facility usage agreement forms should be used for the various groups that may wish to use your facility.
- Review the use of Special Events insurance for events that do not fit into the three categories of non-parish sponsored events described below.

### **Share with Facility User prior to engaging in any facility usage agreements:**

*This Facility is owned and maintained by the Roman Catholic Church of this community. As such the Facility User will agree to respect our faith and policies of the Diocese, and will not knowingly or intentionally use the facility in a way that is in conflict with the teachings or policies of the Catholic Church.*

*The use of a parish, school or institutional facility shall not be granted to any individual, group or organization, whether parishioners or non-parishioners: whose purpose, tenets, acts or omissions, or objective contradict the faith and morals of the Catholic Church or the policies of the Diocese of Des Moines, as determined by the Bishop of the Diocese of Des Moines.*

### **Non-Parish Sponsored Events Groups:**

1. Use Facility Usage & Indemnity Agreement with Catholic tenets clause + Unaffiliated Organization Agreement for non-parish sponsored or unaffiliated groups using parish facilities on a short-term basis (Parishes are able to use their own facility usage agreements in lieu of these two forms IF those agreement meet the requirements set forth in Bishop's letter). Forms can be signed annually if the groups have scheduled space on a regular basis during the year. Examples:

- Single events such as receptions or parties that do not require Special Events Coverage
- Girl Scouts or Boy Scouts (not sponsored)
- Catholic Daughters, Knights of Columbus, 4-H (national organization with local councils)
- St. Vincent DePaul

2. Use Adult Hold Harmless/Indemnity Agreement when individuals utilize parish premises for activities that are not parish-sponsored or affiliated. This is to be used for instances in which groups or individuals do not need insurance. This form should be signed on an annual basis or length of activity, whichever is easier – please indicate so on the form next to “Dates of Facility Usage”. Examples of when form would be used:

- Craft Fairs / Vendor Fairs (Vendors asking to rent space for their own event should provide proof of insurance)

- Adult Athletic Participation / Use of gym by individuals
- Alcoholics Anonymous (moderator would sign the form, rather than individuals in the group, to protect their anonymity)
- Trap Shooting at Dowling
- Youth athletic teams (leagues asking to use facilities must provide proof of insurance)

3. Use the Athletic and Sporting Events Parental/Guardian Consent Form and Liability Waiver, when participants of the above event are minors. This form should be signed on an annual basis or length of activity, whichever is easier – please indicate so on the form next to “Duration of Activity”.

#### **Special Events Coverage:**

Required when any of the following conditions are met for a Non-Parish sponsored event:

- Alcohol is being served
- 50+ guests are being expected
- The event extends past 6 pm

Special Events coverage can be purchased, which will cover the individual or organization holding the activity, the parish, and the diocese. The cost is **\$95 per event**, and \$1,000,000 in liability coverage is extended to a non-parish sponsored facility user. Facility Usage Indemnity Agreement and Unaffiliated Organization Agreements are not required in this case.

*To determine whether an activity is parish-sponsored, the following questions are helpful:*

- Does the parish have full control or final decision-making authority over the function?
- Do fees associated with the function flow through parish accounts?
- If applicable, is the function open to all parish members?
- Is the purpose of the function to facilitate learning, raise funds for the parish or to provide a social service on behalf of the parish?
- Is the organizer or leader of the function a parish employee or volunteer?

Generally, if the answer to any of the above questions is “no”, the activity is not parish-sponsored, meaning that the facility user needs to provide insurance that includes the diocese and the parish as additional insured’s. Contact Amanda Stoltenberg-Guzallis [astoltenberg@catholicmutual.org](mailto:astoltenberg@catholicmutual.org) at Catholic Mutual at least 15 days prior to the event.