

## SECTION 6 - PROPERTIES

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 21 April 2017

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### 6.9 Facility Usage - Rental

#### 6.9.1 Purpose

With the changing attitudes of society and the possibility of persons making claims or suing the Church, it is imperative to be pro active in our approach to renters, providing them with information regarding the insurance they should carry when using church property.

To provide parishes information on renting parish facilities, including sample rental agreements, and waiver forms.

#### 6.9.2 Process

6.9.2.1 **A rental agreement** is to be used any time a Parish facility is being rented. Refer to Forms 5.7, 5.7.1 and 5.7.2

6.9.2.2 **A copy of liability insurance** naming the Parish and TOTP must be obtained from the renter.

Liability Insurance must be obtained where an organization will be serving alcohol on church property.

A rider cannot be added to TOTP policy to cover organizations renting Church facilities.

6.9.2.3 **A waiver form** can be used in cases where the renter does not carry insurance. The renter must sign the form, acknowledging they do not have insurance. Refer to Form 5.7.3

It is understood some renters have limited funds and insurance could be a burden to their organization. A waiver form in these situations will help with Church liability when groups use Church facilities.

6.9.2.4 In the event of injury or accident, Form 5.6 Injury/Incident Report Form is to be completed and submitted to Insurance Broker