

St. Mary's Facility Use Request Form For Non-Parish Sponsored Events

Individuals, groups and organizations who use St. Mary's facilities or grounds must fill out this request form at least 2 weeks prior to the desired event date(s).

The Diocese of La Crosse and St. Ambrose Financial Services have set out guidelines parishes must follow regarding activities on parish property and use of parish facilities. These guidelines are on the Diocesan website:

<http://www.stambrosefinancial.com/PFM.htm> .

Parish liability coverage extends to "parish-sponsored events". Any individuals, groups or organizations who do not fall under the criteria for parish-sponsored events will be asked to sign and comply with one of the following:

1. **Facility Usage/Indemnity Agreement:** facility user provides the parish with a certificate of insurance with liability coverage of at least \$1M per occurrence, naming the parish, Bishop William Callahan and the Diocese of La Crosse as "additional insureds".
2. **Special Events Coverage** can be purchased by those without liability coverage. This will cover the individual or organization holding the activity, the parish, and the Diocese of La Crosse. If this option is chosen, the Application for Special Events Coverage must be completed and submitted to Kris Twining at Catholic Mutual Group at least 15 days prior to the event for approval. Fee is \$95 per event.
3. **Adult Hold Harmless/Indemnity Agreement:** may be used at the discretion of the parish in certain instances when small groups or individuals do not have insurance. This agreement is a legal contract between the parish and the individual signing the agreement and effectively bars the signer(s) from making a claim against the parish.

Note: St. Mary's will determine which of the above options is appropriate.

If the requester can answer "NO" to any of the sponsorship criteria below, then your activity is NOT a parish-sponsored event and this form must be filled out and further documentation will be required before approval of the event.

Sponsorship criteria:

1. The parish has full control over the group or event
2. Any associated costs/fees flowed through parish accounts
3. The event is open to all parish members
4. The purpose of the event is to facilitate learning, raise revenue for the parish or provide a social service on behalf of the parish
5. The leader of the event is a parish volunteer or employee

