



Diocese of Manchester

Office of Risk Management

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LIMITED USE OF CHURCH FACILITIES BY OTHERS

Often organizations request to rent or lease parish, school, or diocesan facilities for their own personal use/event (i.e., one which is NOT sponsored by the parish, school or diocesan institution). The request might be for a one time event or for regularly scheduled meetings (whether weekly, bi-weekly, or monthly). When a request is made to rent or lease a parish, school or diocesan facility, the following instructions must be followed.

Rent only to organizations whose philosophy and purpose are known to be compatible with the teachings of the Roman Catholic Church. If any prospective renter is an unknown entity, request further information on the background of the organization in question. Renting to profit-making organizations may endanger the tax-exempt status of our property. Contact the Secretary for Administration who will review and make specific arrangements in particular cases that are unclear to a pastor or principal.

For every event that is not sponsored by the parish, school or diocesan institution, the following Contract for Rental of Church Facilities must be completed and signed by both a representative of the renting organization and the pastor, administrator, or principal of the facility. This “rental agreement” is only used in cases of temporary occupancy (single event or regularly scheduled events) and not in the case of more “permanent” or total occupancy of a facility. Long-term use or occupancy will require a Lease approved by the Secretary for Administration.

In accordance with the Contract for Rental of Church Facilities, the User must provide either a Certificate of Liability Insurance with limits of at least \$1,000,000 per occurrence for bodily injury and property damage and naming *The Roman Catholic Bishop of Manchester, a Corporation Sole* as an additional insured OR purchase the Special Events insurance coverage offered through the *Office of Risk Management*.

All Certificates of Insurance and Applications for Special Events insurance coverage (along with premium payments) are to be forwarded to the *Office of Risk Management* where they will be maintained on file.

Modifications may not be made to the Contract for Rental of Church Facilities without prior approval of the Secretary for Administration. This is for our protection. Questions with regard to these instructions are to be directed to *Office of Risk Management* for the Diocese of Manchester at 603-669-3100.

To obtain a copy of the Contract for Rental of Church Facilities, contact the *Office of Risk Management* at the number noted above.