

## Diocese of Kootenay

	<b>This Item</b>	<b>Replaces</b>
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Origin: Diocesan Council

Status: Policy

Distribution: All Parishes & Congregations

Subject: Rental of Church Facilities/Temporary Occupancy Permits

### **AIM:**

The purpose of this policy is to provide guidelines when renting parish facilities or grounds to outside (non-parish sponsored) renters.

### **SCOPE**

Failure to properly supervise and insure events in our facilities or on our grounds can potentially result in damage to facilities, injury and unwanted legal and financial consequences across the Diocese. Every parish which offers its facilities for use has to exercise a degree of caution.

### **TEMPORARY OCCUPANCY PERMIT**

All renters should sign a Temporary Occupancy Permit. A recommended standard Temporary Occupancy Permit is attached as a model for parishes to use.

### **INSURANCE**

Prior to renting a church space or facility, the renter must obtain and maintain comprehensive general liability insurance. If the event involves Children, Vulnerable Adults or liquor, \$5,000,000 liability is required (otherwise \$2,000,000 is required) at the renter's cost which includes, without limitation, coverage for the indemnity provided herein on terms satisfactory to the church and diocese. The church and diocese are to be included as named insureds and the renter is to provide the church the appropriate certificate of general liability (CGL) prior to the rental date.

Director's liability and Commercial General Insurance for parish-sponsored and managed programs are covered by diocesan Insurance.

### **RENTAL PERIODS**

Most occupancy permits will be for one-time usage. It is strongly advised that rentals for fixed periods should be no more than Month to Month, with the understanding therein that the rental may be cancelled by either party at short notice. Where parishes are asked for a long-term lease (eg; more than one year), and especially if

the whole of a facility is rented, there should be no more than a Month to Month arrangement.

**Know your renter**

Clearly understand the reasons why someone is renting your facilities. The parish has the responsibility to rent its space only to organizations which are suitable for the healthy life of the church and community. Special caution should be exercised where young people or seniors are potentially vulnerable during an outside user facility rental or activity. Additionally, if alcohol is being served a Special Occasion Licence (SOL) and “Serving it Right” certified responsible person is required.