

Diocese of Scranton

**Policy for the Use of Church Facilities**

**Purpose**

The purpose of this Policy is to formally establish procedures for the use of the buildings and/or grounds of parish facilities in the Diocese of Scranton. It is the goal of the Diocese of Scranton to make its parish facilities available for activities that are consistent with the mission of the Church.

**Qualifications for Use of the Facilitie**s

Priority for the use of the Facilities shall, at the discretion of the Pastor, be given to parishioners and organized groups that are serving the ministry of the church, as follows:

a. Parish-sponsored committees, council, groups and programs;

b. Appropriate religious functions for parishioners;

c. Other charitable organizations as sponsored by parishioners;

d. Non-parish groups and organizations as approved by the Pastor

The Facilities shall only be made available to groups whose objectives are in harmony with the principles and objectives of the Church, and for functions that are consistent with Church teachings. The Pastor or individual working on his behalf shall have the right to refuse permission to any person or group if in his opinion, the use of the Facilities is not in compliance with Church teachings.

**Procedure for Requesting Permission**

**For Use of Church Facilities**

Any person or group requesting permission to use Church Facilities must make a written request to the Pastor specifying the intended use, and must sign a Facility Usage Agreement.



Diocese of Scranton

**Facility Usage Agreement**

This agreement is entered into this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, between the Diocese of Scranton, acting through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish, and the undersigned person or organization, referred to herein as the “Lessee”.

1. **Use of the Premises.** Lessee is granted permission to use the specified premises under the following terms:

1.1 Name and Address of Lessee.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2 Location/Facility to be used:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.3 Time/Date of Usage:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.4 Purpose of Usage:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. **Conditions of Use**

2.1 Lessee agrees to abide by the Facilities Use Policy of the Diocese of Scranton, attached hereto as Exhibit “A”.

2.2 Lessee agrees that it will not use or occupy the Premises for any purpose other than the purpose set forth in Paragraph 1.4. Further, Lessee agrees that any music or noise should be limited so as not to create a public disturbance.

2.3 Lessee agrees to pay fees in the following amounts: $\_\_\_\_\_\_\_\_\_\_\_\_.

2.4 Lessee agrees to leave the Facility in proper order when its use is completed. Upon signing of this Agreement Lessee will pay a security deposit of $\_\_\_\_\_\_\_\_\_\_, which deposit will be forfeited if the premises are not left in proper order.

3. **Insurance and Indemnity.**

3.1 Lessee agrees to release, indemnify and hold harmless the Church and Parish whose premises are being used, as well as the Diocese of Scranton, along with their employees, representatives and assigns, from any and all loss, cost damage, or expense arising out of Lessee’s use of the Premises.

3.2 Lessee agrees to maintain liability insurance coverage, including liquor liability, with minimum limits of one million dollars ($1,000,000.00) covering all losses connected with its use of the Premises. Said insurance shall not be required in the extent that Lessee is an individual or entity covered by the Parish self-insurance program. In the event that Lessee is not an individual or entity covered by the Parish self-insurance program, Lessee shall have the option to obtain the required coverage by purchasing special events insurance through the parish self-insurance program or by obtaining its own insurance to cover the event. In the event that Lessee chooses to cover the event with its own insurance, Lessee shall be required to provide the Parish with a certificate evidencing such insurance on which the parish is designated as an additional named insured.

**IN WITNESS WHEREOF** the parties set their hand and seal the date first above

written.

Witness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For the Church/Parish

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For the Lessee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_