

Form: **Agreement for Use of Premises**

When to use:

The Agreement for Use of Premises should be used when non-parish sponsored or affiliated groups use parish facilities on a short-term basis, such as one day or a week. The following groups are examples of non-parish sponsored or affiliated groups that should sign the Agreement:

1. Girl Scouts, Knights of Columbus, American Legion or other similar organizations that use parish facilities for meetings or fundraisers.
2. AAU sport teams or non-parish sponsored sport classes/clinics.
3. Any other organization, municipality or county organization that uses parish facilities for a meeting or function that is non-parish sponsored.

The Agreement requires the facility user to provide the parish with a Certificate of Insurance documenting general liability coverage in the amount of \$500,000 per occurrence. This Certificate of Insurance must name your parish and the Diocese of Belleville as additional insureds. It is not adequate to obtain a certificate of insurance which names the parish as a "certificate holder."

If the user does not have general liability insurance, they should be required to purchase *Special Events Liability Coverage*.

AGREEMENT FOR USE OF PREMISES

This Agreement made between _____
(Parish/Institution)
the Catholic Diocese of Belleville, Inc. (hereinafter called the "Owners"), and:

(hereinafter called the "Sponsor").

The Owners hereby agree that Sponsor may use the facilities at _____
for the following activity on the following designated date(s):

Activity: _____

Date(s): _____

In consideration of the permission to use the aforesaid facilities, the Sponsor agrees to use the facilities only for the activity set forth and only on the dates specified. Sponsor must obtain written permission from the Owners in advance for any variance from these specifications. Sponsor further agrees to follow and be bound by any guidelines for use of facilities which may be attached to this Agreement.

Sponsor agrees to inspect the portion of the premises used for its activity before the start of such activity, and agrees to give immediate notice to the Owners of any damage existing at that time. Sponsor agrees to assume responsibility for any damage caused to the premises due to the negligent or wilful conduct of anyone on the premises for Sponsor's activity.

Sponsor further agrees to assume and pay for all loss or damage to property and injury to, or death of, persons on the premises by reason of the Sponsor's activity, if such damage, injury or death arises from or in connection with Sponsor's activity on the premises.

Sponsor shall, at its sole cost and expense, procure and maintain in force throughout the term of this agreement, a policy or policies of Comprehensive General Public Liability Insurance, which insures against any and all liability for damage to property and for injury to or death of a person or persons, occasioned by or arising out of or in connection with the use and occupancy of the Owners' premises, in a combined single-limit amount of not less than \$1,000,000.00. In addition, Sponsor shall furnish to Owners a Certificate of Insurance from its liability insurer, naming Owners as Additional Named Insureds.

Sponsor further agrees to forever indemnify and hold harmless Owners from all liability for any such loss, damage, injury, or death, including all costs and expenses incident thereto, arising from or in connection with Sponsor's activity.

Dated this ____ day of _____, 20__.

OWNER _____

BY: _____

SPONSOR _____

BY: _____

WITNESS: _____