

Form 1

Incident Report

When to use:

Complete an Incident Report immediately upon receiving information about an accident involving injury to anyone, **except an employee**.

The form should be completed with all information requested, including as complete of a description of the incident as possible. Keep a copy for your records, and send or FAX a copy to Catholic Mutual Group.

In addition, please telephone Catholic Mutual with the information on the day you receive it.

Form 2

Statement of Driver

When to use:

To be completed by the driver of a parish/location owned vehicle as soon as possible after an accident. All requested information must be included.

Keep a copy of the completed report for your records, and FAX a copy to H.S.H.C. Agency at (314) 892-7988

In addition, be sure to telephone H.S.H.C. at (877) 619-7988 on the same day that the accident is reported to the parish/location.

Form 3

Employer's First Report of Injury or Illness (Form 45)

When to use:

Complete this form when reporting a job-related injury to an employee. It must be completed by the employee's supervisor (NOT THE EMPLOYEE) **within three (3) working days** after receiving information regarding a potential Workmen's Compensation claim. All requested information must be entered on the form. Incomplete forms will be returned.

The claim must be reported to **Liberty Mutual** by phone (800-266-2800) on the same day it is received. In addition, the completed First Report of Injury is to be faxed to Liberty Mutual at 800-892-8728. Keep a copy for your records.

Upon receipt of the report, the Liberty Mutual will contact the injured employee.

NOTE: ***It is important that this report be submitted promptly. Fines can be assessed for failure to make timely reports to the State of Illinois.***

Form 4

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*.

Form 5

Hall Use Agreement

When to use:

This form may be used for small social activities not sponsored by the parish/location. Activities include wedding receptions, anniversaries, private dinners, showers, etc. If there is a written policy or set of rules to be followed, it can be attached to this form.

In addition, be sure to obtain the **Certificate of Insurance** if the user is an organization or group, and send a copy of this to Catholic Mutual.

If the user is an individual person, have the person present a copy of their Homeowners Insurance policy to be attached to the Agreement. This does not need to be sent to Catholic Mutual.

If the user does not have general liability insurance, they may be required to purchase *Special Events Liability Coverage* which is described in Form 9 of this Section. Please review the Guidelines for Special Events coverage to determine if the event needs to be covered.

Form 6

Voluntary Release Agreement and Adult Voluntary Release Form

When to use:

These forms should be used for the following situations that are often encountered by parishes:

Adult Athletic Participation – Adults who use or rent the parish gym for “non parish sponsored” basketball or volleyball must sign the **Voluntary Release Agreement**. It is not adequate to have one representative of a sports group sign an agreement. Each individual must sign an agreement for the contracts to be valid. Please note that a new agreement does not have to be obtained for each usage of the gym if the gym is being utilized on a seasonal basis. Instead, the parish may obtain one signed agreement per team or group, per season.

Crafts Fairs – Considering that a parish craft fair usually involves a large number of craft vendors it is impossible to obtain a certificate of insurance for each vendor. Instead, an **Adult Voluntary Release** should be distributed with the craft vendors’ registration material for the vendor to sign. A craft vendor who does not sign an Adult Voluntary Release should not be allowed to participate in your parish’s craft fair.

Other Small Groups – In rare instances, the **Adult Voluntary Release** can be used for very small groups that do not have liability insurance. Similar to the adult athletic participation, an **Adult Voluntary Release** should be obtained from each individual in the group which utilizes parish facilities.

Keep copies of signed forms at your parish/location only. Copies do not need to be sent to Catholic Mutual Group.

Please note that these forms are to be used for adult participants only. They are not valid if signed by minors (under age 18).

Form 7

Insurance Requirements for Building Construction

When to use:

Provide a copy of this document to the contractor, architect or other building project manager on all major construction or repair work.

Make certain that the contractor performing the work provides **Certificate of Insurance** as described in Paragraph 10 of the Requirements. Send a copy of the Certificate to Catholic Mutual Group.

Be sure to follow the requirements set forth in the Diocesan **Construction and Renovation Policy** Manual which applies to all construction projects.

Form 8

Addendum to Construction Contract

When to use:

The Addendum to Contract should be utilized in the following situations:

1. When your parish enters into a construction, renovation, or remodeling contract in excess of \$10,000 with a contractor or architect. For small jobs that are under \$10,000, it is not a requirement to utilize the Addendum to Contract. However, the parish must still verify that the contractor has liability insurance covering construction operations at the parish.
2. When a contractor is performing an unusual or dangerous construction procedure at your parish. Examples of this would be work involving the use of scaffolding, asbestos removal, or building demolition.

By attaching the Addendum to Contract to the contract or incorporating its wording into a contract, your parish will satisfy insurance requirements. If the Addendum to Contract is not attached to the contract with a contractor, the wording of the addendum must be incorporated into the contract developed by the parish and the contractor. The parish should always verify that the contractor has named the parish as an **additional insured** on their public liability insurance policy. It is not adequate for the parish to obtain a certificate of insurance, which names the parish as a “certificate holder.”

The signed Addendum should be attached to the contract, and a copy of the entire document should be sent to the Catholic Mutual office. Also, be sure that the contractor’s **Certificate of Insurance** is obtained.

Form 9

**Guidelines for Special Events Coverage
Application for Special Events Insurance**

When to use:

The Guidelines should be consulted when a parish rents its facilities (hall, gym, etc.) to a non-parish entity to determine if Special Events Liability coverage is needed.

If Special Events Coverage is required, the Application is to be completed by the renter/user and submitted to Catholic Mutual per the instructions on the form.