

Facility Usage

Policy No. 233

Policy Statement:

Archdiocesan facilities and properties are places of worship, of service and of witness. Facility usage is for activities consistent with the beliefs, traditions and teachings of the Catholic faith. Facilities are available for use by parishioners, ministry groups, or Catholic organizations that are in communion with the Catholic Church. A written agreement is required for all usage. Canadian, provincial, and municipal laws and bylaws shall apply.

Intent of Policy:

To ensure that all activities on archdiocesan properties or in archdiocesan facilities are properly authorized and appropriately insured.

Definition:

Archdiocesan facilities and properties include land and buildings owned by the Archdiocese, such as, but are not limited to:

- Camps
- Cemeteries
- Newman Theological College
- Parish churches, halls, rectories and residential rental properties
- Pastoral and Administration Offices
- St. Joseph Seminary

Third party liability insurance is a coverage for damages, losses or injuries that may be inflicted upon another party as a result of the actions of the policy holder. It is referred to as third party liability insurance because the coverage deals with the well-being of parties other than the policy holder or the policy provider. Third-party insurance is purchased by the insured (first party) from an insurance company (second party) for protection against another party's claims (third party).

An additional insured is a person or organization that enjoys the benefits of being insured under an insurance policy, in addition to whoever originally purchased the insurance policy.

Procedure:

1. All usage agreements must be documented and approved in writing by
 - the Parish: Pastor only
 - the Camp: Director only
 - the Archdiocese: Chancellor, Department Head only
 - the Institution: Director, President, Rector only.

2. The following list of appendices will be used:
 - a. Appendix 233A – Facility Usage Agreement - Parish Ministry. ONLY to be used when usage is for a parish/archdiocesan ministry group. (E.g. prayer groups, youth, seniors, parish services, and simple funeral hospitality.)
 - b. Appendix 233B – Facility Usage Agreement – Affiliated Ministry Group. ONLY to be used when usage is for an affiliated ministry group or organization that is in communion with the Catholic Church and external to the facility or property’s regular ministry. (E.g. Canadian Catholic Organization for Development and Peace, Catholic Renewal Services, Catholic Social Services/Catholic Charities, Catholic Religious Orders, Catholic Women’s League, Knights of Columbus, Society of St. Vincent de Paul.)

Additionally, the user may be required to provide proof of Third Party Liability Insurance coverage. The user should list the facility and The Catholic Archdiocese of Edmonton as an “additional insured” on the applicant’s insurance policy.

- c. Appendix 233C – Facility Usage Agreement - Non-parish or Private Group. ONLY to be used when usage is for an activity that is non parish related or is a private function, such as for other persons, groups or organizations. This includes parishioners using the parish for a private event (e.g. local community gatherings, outreach ministries, interfaith and ecumenical sessions, private wedding receptions, anniversaries or birthday parties.) The Pastor in consultation with the Archdiocese reserves the right to deny any request for facility usage for an activity that they may consider not respectful of Catholic beliefs, traditions and teachings.

The user must provide proof of Third Party Liability Insurance coverage. This includes parishioners using the parish for private events such as wedding receptions/anniversary/birthday parties. The user must list the named facility and The Catholic Archdiocese of Edmonton as an “additional insured” on the applicant’s insurance policy.

- d. Appendix 233D – Residential Tenancy Agreement
Appendix 233E – Rental Accommodation Rules and Regulations
Appendix 233F – Rental Accommodation Inspection Report

To be used for a residential tenancy agreement. All archdiocesan residential tenancy agreements must comply with the Alberta Residential Tenancy Act. Tenants must provide proof of renter's insurance.

- e. Appendix 233G – Party Alcohol Liability Information and Application. The Pastor/Director etc. must approve the consumption of alcohol at all events and activities. All applicable procedures for liquor at events are to be implemented.
3. Occasionally a request may be made for the use of a facility that does not fall within the parameters outlined in paragraphs 2. a), b) or c). The Pastor/ Director etc., in consultation with the Office of the Chancellor, may grant permission. The event must align with Catholic beliefs, tradition and teachings.
4. Archdiocesan Camp usage is to be coordinated through the Office of Youth Evangelization.
5. All archdiocesan safe environment and abuse prevention policies apply.

Exceptions:

Situations when the policy may not apply:

- Usage by federal, provincial or civil authorities for events such as polling stations and blood donor clinics operating through government agencies.
- Usage for emergency or disaster response, including as a muster (gathering) point.

Refer to Policies:

No. 201 Administration of Property
No. 232 Parish Emergency Protocols
No. 361 Volunteer Management
No. 363 Day and Overnight Activities, Events and Excursions

Refer to Appendices:

233A Facility Usage Agreement - Parish Ministry Group
233B Facility Usage Agreement - Affiliated Ministry Group
233C Facility Usage Agreement - Non-parish or Private Group
233D Residential Tenancy Agreement
233E Rental Accommodation Rules and Regulations
233F Rental Accommodation Inspection Report
233G Party Alcohol Liability Information and Application

