

DIOCESE OF JUNEAU

BUSINESS OFFICE

415 SIXTH STREET SUITE 300

JUNEAU ALASKA 99801

Date: April 10, 2008

Subject: Diocesan Facility Liability Policy

To: Pastors, Parish Administrators, Parish Secretaries, Shrine Director & Holy Name School Principal

With new, expanded and improved facilities becoming a reality throughout the Diocese, so has the demand for their use. Coupled with increased insurance rates, frequency of exposure and the litigious society we live in, it has once again become necessary to emphasize and address the liability element of the Diocesan Facility Policy. Bishop Warfel's memorandum titled "Facility Usage/Indemnity Agreements" was sent out as part of the Diocesan Administrative Manual. While this memorandum is still very much a part of our administrative procedures and is applicable to all parish/diocesan owned facilities there are a few elements that need clarification.

What we are trying to do here is develop a policy that will keep our Catholic Mutual Insurance policy valid under all circumstances. If we don't, we could be setting ourselves up for some very major losses. Please review the attached "Diocesan Facility Liability Policy" and insert in Section V "Facilities" of each of your Administrative Manuals.

This is a Diocesan Policy and addresses only the **liability** issues surrounding the use of our facilities. It does NOT address every parish, mission, shrine or school policy surrounding the use of the local facilities. Each of these entities should have in place a facility **usage** policy that outlines items such as:

- Rate Structure.
- Cleaning Deposits.
- Equipment Use.
- Number of people allowed in the facility.
- Should the rate charged be the same for non-parishioners as parishioners?
- Types of events allowed.
- How are reservations made?
- For questionable reservations how is a decision made?

Each parish, mission, the shrine and school should review their facility usage policy and ensure it accomplishes that which is not only in the best interest of that entity but also is fair, uniform and consistent.

If you have any questions concerning this matter, please do not hesitate to contact this office. Thank you for your time and attention to this matter.

James M. Donaghey
Business Office
(907) 586-2227 ext-27