

Recommended Considerations/Requirements for Outside Groups that Use Church Facilities

Checklist Format

Does/is the organization using the church:

1. ____ Have a corporate structure (e.g., a formal corporate status, board of directors, by-laws, articles of incorporation, etc.)?
2. ____ Hold a non-profit, religious or otherwise charitable entity status?
3. ____ Formally registered with the state (e.g., state corporate status, including a list of its officers)?
4. ____ Have an IRS Letter of Determination evidencing the organization's non-profit status and providing its federal employer identification number?
5. ____ Have a local city/town/county occupational license (only if the organization is required by the local government to have the license, so this should not be an absolute requirement)?
6. ____ Have adequate property & liability insurance coverage?:
 - A. ____ Carry its own active & continuous sufficient liability & property insurance?
 - B. ____ Carry insurance that protects the church's property (many times known as "fire protection legal liability" insurance coverage)?
 - C. ____ Is the church named as additional insured on the organization's insurance policy?
 - D. ____ Has the organization provided a certificate of insurance evidencing the active & continuous insurance coverage and the church's additional insured status?
 - E. ____ If the event in question is considered by the organization's insurance carrier to be an "excluded special event," the organization should be required to obtain single-event insurance coverage for the event. **If the event is not insurable, the church should not allow use of its facilities for the event.**
 - F. ____ For organizations holding athletic events at the church or using the church's playground or other play equipment: Does the organization have athletic medical/accident insurance?

7. ____ Has the organization signed (signed by an authorized officer of the organization) a hold harmless agreement, holding the church completely harmless for all potential liability claims that might arise from the organization's use of the church facilities?
8. ____ Has the organization signed (signed by an authorized officer of the organization) an indemnification agreement with the church?
9. ____ Has the organization signed (signed by an authorized officer of the organization) a formal facilities use agreement, limited in scope to the single event proposed, with the church for its use of the church's property (including a requirement that the outside organization will properly manage & supervise its activities while on church property)?
10. For organizations that minister to children/youth (even peripherally). Does/is the organization:
 - A. ____ Have in place an active policy of child/youth protection from abuse?
 - B. ____ AND ESPECIALLY, does the organization have in place child/youth abuse reporting requirements & procedures?
 - C. ____ Require formal training in the area of child/youth protection for the organization's program supervisors & volunteers?
 - D. ____ Have a system of background checks for the organizations's program supervisors & volunteers?
11. ____ Does the organization have in place a plan for security and emergency response while on church property, including first-aid treatment, etc., fire response, building evacuation, and so on?
12. ____ Does the organization have and follow a formal checklist of securing the property after the event?
13. ____ Does the organization maintain a list of names and contact information for church officials, local fire & police departments, etc.?
14. ____ Does the organization agree to provide its own event security (if needed), and does the organization assure the church that its security team, if armed, is composed of qualified professionals? **It is highly recommended that the church NOT provide security for outside organizations' events unless such events are joint events held by the church and the organization.**
15. ____ Does the organization agree to use professional traffic management for its event(s), if needed?