

Please Forward This Information To Your Insurance Company

LEASE AND INSURANCE REQUIREMENTS-SARTO RETREAT AND CATHOLIC CENTER

Insurance Requirements:

Reference item 11 in lease for detail information

11. **LESSEE TO PROVIDE LIABILITY INSURANCE;** LESSEE further agrees to obtain and keep in effect during the term of its tenancy hereunder, liability insurance on an occurrence form covering LESSEE and its activity or use of the Leased Premises and providing limits of not less than one million dollars (\$1,000,000.00) each occurrence for the bodily injury to any person or group of persons or for property damage. ***Such policy or policies of insurance is primary insurance, not subject to an "other insurance" clause, for bodily injury, property damage and/or loss of use resulting from or related to the injured party's agreement with the Diocese of Evansville. Bishop Joseph M. Siegel, his successor bishops, agents, and employees are additional insured parties on this policy. Any insurance coverage by the diocese, if applicable, is "excess coverage" only.** A certificate or other proof thereof shall be delivered to LESSOR prior to LESSEE's entering upon the Leased Premises. Such policy or policies shall provide for contractual liability insurance for the use of the Leased Premises and shall further provide medical payments insurance coverage in the sum of \$1,000.00 per person using said premises under the tenancy created hereby.

The following steps must be followed in order to meet the requirements as stated in the lease:

1. An Insurance Certificate must be received with the Lease. Leases cannot be processed and signed until the Insurance Certificate is received. If the Insurance Certificate is being sent under separate cover or directly from the insuring company, please notify the Activities Office when the Lease Agreement is sent.
- *2. You must check to be sure that the insurance provided by your organization meets the required policy limits. These limits are stated in the Lease Agreement, Page 2 – section 11. and are:

Not less than \$1 million each occurrence, for bodily injury to any person or group of persons or for property damages.
- *3. A certificate of insurance must be provided. The insurance certificate must be in hand at the Activities Office before a Lease can be signed. The certificate of insurance must clearly state under the additional insured the following:

The insurance policy, represented by this certificate, is primary and noncontributory insurance coverage, for the event. Bishop Joseph M. Siegel, his successor bishops, agents, and employees are additional insured parties on the lessee's policy.

Workers compensation and general liability carriers will waive all rights of subrogation against Bishop Joseph M. Siegel, his successor bishops, agents and employees.

Lease Agreement Procedures:

1. Leases must be returned within the specified time requested; failure to comply or to contact the Activities Director requesting an extension may result in cancellation of groups scheduled time.
2. An authorized employee or officer must sign the lease to be kept on record for the organization. An authorization document must accompany or be faxed to the Activities Director if the Lease is to be signed by any retreat or events organizer other than an authorized employee or officer of the organization.
3. Please reference #8 in the Lease-"Serving of Alcohol by Lessee"- Please initial and date the line following the article to indicate that this requirement will be observed at your event at Sarto Retreat House and/or the Catholic Center.