

Addendum

Date: _____

To: _____

From: Tonie Casey – Director of Marketing/Special Events Coordinator

Re: Certificate of Liability Insurance

This policy needs to be for a minimum of **\$2,000,000** coverage of liability.

The archdiocese requires that we have in addition to the ***Certificate of Liability Insurance Policy*** is a separate endorsement modifying insurance provided.

This is a separate page Form B: "Additional Insured: Endorsement"

It should read as follows:

"The Roman Catholic Archbishop of Los Angeles, a Corporation Sole & Church of the Incarnation, 1001 N. Brand Blvd., Glendale, CA, 91202"

Thanking you in advance,

Tonie Casey
Director of Marketing /Special Events Coordinator
214 West Fairview Avenue
Glendale, CA 91202
Office: (818) 539-0357
Cell: (818) 281-5956
CommunityCtr@incaglendale.org

**ARCHDIOCESE OF LOS ANGELES
CONTRACT AND USE OF PREMISES FORM
FORM # E.1**

AGREEMENT, between _____ (herein "Parish"),
(Name of Parish)

and _____ (herein "User"), relating to the following facilities:
(Name of Organization)

_____ at _____
(Describe) (Address)

Parish grants User permission to use such facilities for the following purpose:

_____ on the following date(s) and time(s): _____

User agrees to donate the amount of \$ _____ for use of the facilities and to pay the sum of \$ _____ as a security deposit. The security deposit and \$ _____ of the donation for use shall be paid at the time of the signing of this Agreement and the balance shall be paid _____ days prior to the date of use.

This permission is granted upon these additional terms and conditions and is non-assignable.

- 1. User shall leave the facilities in a clean and orderly condition; and if any alterations were allowed, restore the facilities to their original condition; and shall repair any damage arising out of the use of the facilities under this Agreement. The security deposit shall be returned to User within one week after User has completed its use of the facilities, less those amounts needed to remedy User's failure to fulfill its obligations under this Agreement.**
2. User agrees to indemnify and hold harmless the Archdiocese of Los Angeles and "Parish" from and against all liability, loss or damage from any cause whatever, including the negligence (active or passive) of the Archdiocese of Los Angeles, its officers, agents or employees, arising from the use of facilities or activities in and about the same by User, its representatives or invitees.
3. User shall provide and maintain Commercial General Liability insurance during the period covered by this Agreement insuring the Archdiocese of Los Angeles against liability for Bodily Injury (including death) and Property Damage from occurrences in or about the facilities or the use of condition thereof, with at least Combined Single Limits of \$1,000,000. Such policy or policies shall name as Additional Insured(s) the entities and persons named or described in Paragraph 4. Such insurance shall be

primary and any other insurance available to the Archdiocese shall not be called upon to contribute. Such Insurance of User shall be evidenced by a certificate of insurance and endorsement furnished to:

Roman Catholic Archbishop of Los Angeles

**Attn: Director of Human Resources/Insurance
3424 Wilshire Blvd.**

Los Angeles, CA 90010-2241

10 days prior to use of the facilities. Said insurance shall provide and the certificate and endorsement shall state that such insurance cannot be modified or canceled without 30 days notice to the above address.

4. As used herein the term Archdiocese of Los Angeles includes the above name "parish," the Roman Catholic Archbishop of Los Angeles, a Corporation Sole, all other constituent organizations of the Archdiocese, and their officers, agents and employees.
5. User represents that it is organized and operates as a Non-Profit Organization, and that such facilities shall be used exclusively for religious, and/or charitable purposes, or for uses incidental thereto.
6. Parish may terminate this agreement, and permission to use such facilities, at any time for good cause without obligation except to refund any amount which User has heretofor donated or paid.

Special Provisions (insert if any)

DATE: _____

(Name of Organization)

By

Title

DATE: _____

(Name of Parish)

(Name of Pastor)

E.1