

DIOCESE OF JOLIET FINANCIAL POLICIES

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STATEMENT OF POLICY

Under policy D, the provisions for rental income shall be as follows:

1. Contracted Leases

- a. The decision to lease parish property shall be made jointly by the Pastor with the Finance Council and the Parish Council upon due discussion with the Diocesan Director of Buildings and Properties.
- b. All leases of buildings, facilities and equipment that are not one-time rentals, shall be covered with an appropriate lease contract. A copy of the duly executed and signed lease contract shall be retained by the parish, one copy given to the tenant and one copy kept on file with the Diocesan Director of Buildings and Properties.
- c. The Bishop of Joliet shall sign all lease agreements since all Diocesan property is in his name. The Pastor or Parish Council President can not sign lease contracts.

2. Special Events

- a. The lease of parish properties for one-time special events such as parties, wedding receptions, etc. need not be covered by a lease contract. However, an application to use parish property shall be required from prospective lessee. The application shall be duly signed by the applicant/lessee and approved by the Pastor.
- b. The applicable rental fee and a security deposit to cover possible damages shall be required in advance from the prospective lessee. The security deposit shall be returned to the lessee upon completion of the event but only after inspection of the rented property. If damages/breakage had been caused, the cost to repair and/or replace damaged property shall be taken from the security deposit or insurance proceeds.
- c. Parishes should discourage the rental of parish property to those who are not parishioners or parish operating units/organizations for activities which are not parish sponsored such as wedding receptions, private parties, etc. Refer to Policy

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D-6.1 (Facility Usage / Indemnity Agreement) for the criteria an organization must meet to be parish sponsored or affiliated.

- d. Any rental or use of parish property for non-sponsored parish events must provide a certificate of insurance as approved by Catholic Mutual and a signed Facility Usage/ Indemnity Agreement (See D-6.1). Alternatively, special event insurance can be purchased from Catholic Mutual (See D-6.2). It is the parish's responsibility to ensure that the insurance requirements are met. Any questions should be directed to Catholic Mutual.