
 Organization Name

Lending Your Church Facilities Checklist

The key issue with loaning or renting church buildings to outside organizations is that your church can be held liable for accidents or injuries, even if your ministry is not the event sponsor. A secondary issue is security. Ministry items could be damaged or stolen while the building is open for other groups' events. If you haven't taken steps to secure valuables, your ministry may bear the cost of replacing missing items.

	Yes	Needs Attention
1. Is the borrower's reputation well established and generally accepted by your community?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a signed Facility Use agreement with the outside group?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the agreement contain a "hold harmless," indemnity, and defense clause for any liability claims resulting from the borrower's activities on your premises?	<input type="checkbox"/>	<input type="checkbox"/>
4. If you have a Facility Use agreement, did your attorney review it to make sure it complies with your state laws?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the agreement require that the borrower have a Certificate of Insurance (COI) public liability insurance policy with at least a \$1 million limit of liability coverage and a \$5,000 limit of medical payments coverage?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the agreement require that your organization be named as an "additional insured" on the borrower's policy for liability damages resulting from its activities on your premises?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the agreement require the borrowers to furnish you with a certificate of insurance that proves coverage and shows your organization as an additional insured?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the group's activities cause undue wear and tear on your facilities?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the group's activities of a high-risk nature in which people might be easily injured?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the group be confined to one specific area of your building, or will multiple rooms be required?	<input type="checkbox"/>	<input type="checkbox"/>
11. If the group using your facility works with children or youth, will there be adequate adult supervision?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this checklist should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this checklist.