

**Use of Church Property by External Groups**

**Before any activity is approved this form must be completed and given to the Parish**

**Priest/Administrator.**

Name of Group/Organisation ----------------------------------------------------------------------------

What is the nature of the activity planned? ---------------------------------------------------------- ---------------------

Has the group approached the Parish Priest or his representative(s) Yes No

Has the group a Safeguarding Policy and Procedures Yes No N/A

Has the group appropriate insurance in place: Yes No

Has the group appropriate (public liability and/or employer’s liability and Yes No

professional indemnity if appropriate) insurance cover for the activity?

Name of Insurers -----------------------------------------------------------------------------------------

Insurance Policy Number ------------------------------------------------------------------------------

Period of cover of the Policy --------------------------------------------------------------------------

Limit of Indemnity ----------------------------------------------------------------------------------------

I / we declare that the information provided is accurate and any changes in circumstances will be communicated to the Parish Priest.

I/we declare that the activity will be terminated if there is any breach of the above conditions.

 Signed Group leader: -------------------------------------- Date: --------------------------------

I give/do not give permission for this activity to go ahead.

 Signed Parish Priest: ------------------------------------- Date: --------------------------------

This activity will be reviewed by the Parish Priest/Administrator every six months.