

Special Lease Agreement/Facility Event Guidelines

The Special Lease Agreement and Facility Event Procedures are designed for the specific purpose of protecting the parish and other Diocesan interests in the event of a liability occurrence. The following is a list of guidelines when hosting an event in your facility:

1. Special lease agreement and Facility Event forms are both required prior to an event held in a Parish or Diocesan facility.
2. If the lessee has a Certificate of Liability Insurance – Premium is not required.
3. Premium of \$100 associated with the serving of alcohol must accompany forms.
4. Forms and premiums, if applicable should be sent to the Diocese of Altoona-Johnstown 30 days prior to the event.
5. Please mail information to: Diocese of Altoona-Johnstown
Finance Office
2713 West Chestnut Ave.
Altoona, PA 16601

Timely submission of all forms to the Diocese of Altoona-Johnstown ensures for prompt action in the event of a liability occurrence.

Claims reporting:

Report complete details of any accident as soon as possible to:
Georgina Carasia, Gallagher Bassett Services @ 724-261-3353.

Note the following information:

- Date and time
- Name, address & telephone number of injured person(s)
- Name and telephone number of any witness(s)
- Witness Statement
- Weather and temperature

All liability information will be submitted to the insurance company. The insurance company reviews the information and makes a determination of the claim. All claims are different and the details determine who is liable. Attention to detail throughout this process is imperative.

Any questions, please contact Nick Iachini @ 814-695-5579 ext 2682.