

## FORM 1.5A (2)

### Protocol – Use / Hire of Church Property for Private Functions/Events

All parishes are insured to cover one off private functions/events and it is the sole responsibility of parents/guardians to organise and supervise all children attending. Each parish priest/administrator should ensure that key health and safety measures are covered prior to agreeing to the use of the property for private functions/events.

#### Agreement with a potential user:-

- The Church body will ensure that the property is safe to use and outline how accidents resulting from the condition of the property should be reported – see Accidents / Incidents Form 1.4B (1);
- The Church body is not responsible for the organisation, supervision or conduct of the children or adults involved/attending the function/event;
- The safeguarding policy and procedures of the Church body does not apply to the private function, and, as such, all safeguards are the responsibility of the organiser of the function/event and not the Church body.

*I agree to the above terms and conditions:-*

Signed: \_\_\_\_\_ (organiser of the function/event)  
Print name: \_\_\_\_\_  
Date: \_\_\_\_\_

*Permission to use Church property granted by:-*

Signed: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

**Data Protection** - this form will be held on file, in accordance with the data protection policy of the Diocese of Waterford & Lismore. The data entered will be used only for the purpose indicated on the form. It may only be accessed by those with responsibility for managing records or group activities. This form should only be used if the event/activity has the prior approval of either the Diocese or the local parish within the Diocese.