

Please remember to allow us time to issue your Certificates of Insurance when you are using another facility. We need all requests in writing.

If an outside group is using your facility, please request a Certificate of Insurance from the group listing your parish/institution and the Diocese as an Additional Insured.

This is also true for a contractor. Contractors must issue your institution a Certificate of Insurance with a minimum of \$1,000,000 in general liability coverage. They must provide proof they have Workers' Compensation coverage. While all such documents relating to construction should be sent to the chancery, a copy should be mailed to our office as well.