

Policy #	CC18-P08 (revised March 27, 2018)	Page 1 of 2
Name of the policy	Rental of buildings and land	
Effective date	2018-04-01, Archdiocese of Ottawa	
Category	College of Consultors—Application for Approval, rental	

Definition

Any act, contract or agreement between legal persons concerning an object of common interest OR guaranteeing the rental of real estate by one legal person to another.

Examples

Agreements regarding parking and parking management, regarding cell phone signal transmission towers or other towers, agreements regarding solar panels, rental of church facilities, of the parish hall, of the presbytery, etc.

Submissions

These requests can be submitted at any given time of the year, by mail, fax or email, to the Archdiocese's DFA.

Clarifications

Parochial real estate property must not be encumbered by leases or other agreements (burdened by a financial charge or a servitude) without prior authorization from the Archbishop.

Rental agreements must always be authorized in advance by the Archbishop, even in the case of free-of-charge rentals, renting at a reduced cost, or short-term rentals. For short-term rentals, please refer to the rental agreement form of the Assembly of Catholic Bishops of Ontario (ACBO), resource R06.

Depending on the nature of the charge or the agreement, the parish may have to pay for verification to be made by the diocesan lawyers.

A copy of any duly executed/signed contract must be sent to the Director of Finance and Administration (DFA) of the Archdiocese.

Exception

In the case of a simple short-term rental (one day or less) of a parish hall, the parish may proceed without having to obtain prior authorization from the Archbishop, provided they use the Ontario Assembly of Catholic Bishops (AECO) Rental Agreement (see Resource R06) and obtain proof of insurance. **However, when the activity includes minors and / or vulnerable persons, the parish must also obtain a written affirmation from the tenant that he/she undertakes to become acquainted with and to respect the Archdiocese policies on this subject (see online : [Safe Environment - diocesan policies](#))**

Before you begin

- obtain the recommendation of your TAC
- negotiate a written agreement between the persons involved (unsigned)
- have the written agreement verified by our insurer **The Catholic Mutual Insurance Company of Canada** at 1-866-233-3332
- send the written agreement to the DFA who, if necessary, will consult the diocesan lawyer.

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Procedure to follow

1. Write an application for approval, which must be signed by the priest/administrator, making sure to:
 - a. complete the request for approval: form CC18-F08
 - b. obtain the advice of your regional consultor
 - c. provide a budget analysis of expected revenues and expenses
 - d. provide a copy of the written agreement, reviewed by the insurer and by the lawyer/DFA
 - e. provide a written statement from the tenant that he or she agrees to respect all applicable laws (civil laws and policies of the Archdiocese) while using the rented premises (example: to adhere to the policies for activities with minors/with vulnerable persons) - where applicable

2. Submit the request to the DFA of the Archdiocese. The DFA will present your request to the regional consultor and the episcopal vicar of the sector or, in the absence of one of them, to the vicar general. Following the recommendation obtained, a subcommittee composed of the vicar general, the DFA and the MPPH will study the request and submit their recommendation to the Archbishop. The DFA will inform you of the decision of the Archbishop.

3. Make a copy of the duly signed contract and forward it to the DFA of the Archdiocese.