



Application Rental of Buildings and/or Land

*Any act, contract or agreement between legal persons concerning an object of common interest OR guaranteeing the rental or real estate by one legal person to another must first be authorized by the Archbishop, even in the case of free-of-charge rentals or renting at a reduced cost.**

This form must be completed and accompany your project submission with support documents for approval

Parish Information		
Parish Name		
Address		
City, Prov., PCode		
Parish E-mail		
Name of Pastor		
Pastor's E-mail		
Information about the rental/agreement/contract		
Rental Title		
Agreement with (name of legal person/entity)		
Duration of the agreement	Start: yyyy/mm/dd	End: yyyy/mm/dd
General details regarding the scope of the agreement		
Expected Expenses		\$
Expected Revenues		\$
✓ <i>Provided with this application</i>		
	TAC's recommendation of support	
	Regional Consultor's recommendation (Name):	
	Budget analysis of expected revenues and expenses	
	Verification of the agreement by Catholic Mutual of Canada	
	Written agreement (draft - not signed)	
	Statement in writing that the renter agrees to respect all applicable laws (civil and Ottawa Archdiocese policies) while using the rented premises (when applicable)	
Name of the person who prepared this submission :		
Person's coordinates (e-mail, phone) :		

Pastor's signature

Date

This request may be submitted at any given time of the year, either by e-mail « centre@archottawa.ca » or by mail to the Archdiocese of Ottawa's Director of Finance & Administration (DFA).

P.S.: For 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 OACB 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 statement from the tenant that he/she will become acquainted with and adhere to the Archdiocese policies on this matter. (see online : [Diocesan Policies – Safe Environment](#))*