

**THE EPISCOPAL DIOCESE OF TENNESSEE**  
**POLICY ON OUTSIDE AGENCY'S USE OF CHURCH PROPERTY**

At any time that an Outside Agency requests that a church in this Diocese provide space in or on church property, the Rector (Priest in Charge or Warden) shall contact the Diocesan office and report the matter to the Bishop or the Bishop's designee. Depending on the type of use requested, the staff, Chancellor, or other officer shall determine the type of use as limited use or regular use and whether such use involves children. The provisions below define the uses requested and the requirements for various requested uses.

**OUTSIDE AGENCY USE REQUEST**

1. "Outside Agency" (OA) means any group, organization, not for profit company, or individuals not a part of the church's organization.
2. Use of church property means that the Outside Agency wishes to use church grounds or buildings for that agency's purposes from time to time.
3. Extent of Use and Requirements:
  - (a) "Limited use" means that the OA will use space on the grounds or buildings on a non-regular basis not requiring a contractual agreement.
  - (b) "Regular use" means continuing usage such that the OA would be required to have an Agreement in writing as to the extent of its use in order to carry out its business on church property on a daily, weekly or monthly basis. Such an Agreement must be approved in advance by the Finance and Property Committee and the Bishop & Council, in accord with Diocese Canon 10, Sec. 2.
  - (c) Regular use with children involved means that the OA will be required to have its persons involved obtain training as required in the Diocese's program presently known as "Safeguarding God's Children".
  - (d) Regular use will require that the OA provide a Certificate of Insurance indicating that the Diocese and the Church are covered to the extent of coverages in the amounts of 1 Million and 00/100 Dollars (\$1,000,000.00) for general commercial liability and 1 Million and 00/100 Dollars (\$1,000,000.00) for sexual misconduct liability.
  - (e) Regular use by an OA with employees on site will require the OA to provide a certificate of workers compensation coverage for said employees, if such is required by law.
  - (f) Limited users may be required to furnish insurance coverages as determined by the Bishop, the Finance & Property Committee and Bishop & Council.
  - (g) The above requirements for "Regular use" may be waived in the discretion of Bishop & Council upon adequate showing of lack of need for the same.