

REQUEST FOR CERTIFICATES OF INSURANCE – LIABILITY

PARISH / SCHOOL: _____ CITY _____

DATE: _____ LEDGER PAGE NUMBER: _____

NAME OF ENTITY REQUESTING CERTIFICATE: _____

ADDRESS: _____

EVENT: _____

DATE(S) OF EVENT: _____

LOCATION OF EVENT: _____

****IS THERE AN AGREEMENT OR CONTRACT: ___ Yes ___ No IS IT AVAILABLE? ___ Yes ___ No**

(IF YES, PLEASE ATTACH. IF NO, PLEASE SEND LETTER FROM THE ENTITY REQUESTING THE CERTIFICATE WHICH STATES THEIR INSURANCE REQUIREMENTS)

LIMITS OF COVERAGE REQUESTED / REQUIRED: _____
(Insert Dollar Amount)

MAIL ORIGINAL TO: _____

COPIES TO: _____

**** REQUIRED INFORMATION**

Please complete and mail or fax to: Catholic Mutual Group ATTN: Kris Twining 702 S High Point Road Suite 221 Madison, WI 53744-4983 (608) 821-4566 Phone (608) 833-3794 Fax

CERTIFICATES OF INSURANCE REQUESTED FROM THE DIOCESAN INSURANCE COMPANY

If a parish / school holds a parish / school-sponsored event off-site (non-owned parish / school property), the owner of the property may request a certificate of insurance from the parish / school. If an event is sponsored by a parish / school and held on property parish / school property, a certificate of insurance is not required.

Certificates of insurance may be provided to the Diocese of Lacrosse by our Diocesan insurance carrier upon request. These certificates of insurance are provided for specific events. Whenever a parish / school receives a request from an outside entity for a certificate of insurance, it is necessary for the parish / school to provide the Diocesan Claims / Risk Manager at Catholic Mutual with **a copy of the requesting entity's contract showing the insurance requirements**. This contract must be reviewed by the Diocesan insurance carrier prior to issuance of the certificate.

Please note that if the parish / school has outside vendors participating in the event, those **vendors will need to provide to the parish / school a certificate of insurance with coverage in the amount of \$1,000,000.00 (one million dollars)**. This certificate of insurance should list the parish / school and Diocese of La Crosse as **ADDITIONAL INSUREDS**. Being listed as a **CERTIFICATE HOLDER** does not meet the requirements.

When a parish / school leases equipment, the Lessor may request a certificate of insurance as proof of insurance on the leased equipment. In this event, the parish / school must provide the Diocesan Claims / Risk Manager at Catholic Mutual with a copy of the **Lease Agreement** showing the insurance requirements.

Important: For all certificates of insurance requests, even for those certificates renewed on an annual basis, please complete the Request for Certificates of Insurance – Liability form and submit to the Diocesan Claims / Risk Manager at Catholic Mutual. Please allow 3 weeks for processing.