

Shared or Leased Property Checklist

Palisades District Board of Church Location and Building

Contact Information

CHURCH Name: _____

Address: _____

Phone: _____

Email: _____

Pastor: _____

Phone: _____

Email: _____

Trustee Chair: _____

Phone: _____

Email: _____

Church Council Chair: _____

Phone: _____

Email: _____

Other Contact: _____

Role: _____

Phone: _____

Email: _____

Property to be Shared or Leased

Name: _____

Address: _____

Party Sharing or Leasing the Property

Organization Name: _____

Non-Profit? _____

Address: _____

Phone: _____

Email: _____

Main Contact: _____

Phone: _____

Email: _____

Checklist

- Approval of Charge/Church Conference**
Attach minutes of Church or Charge Conference during which approval to lease or share was granted.
- Approval of Church Council**
Attach minutes of Church Council Meeting during which approval to lease or share was granted.
- Approval of Board of Trustees**
Attach minutes of Board of Trustees Meeting during which the sharing or lease agreement (the actual agreement executed by the church and leasing/sharing party) was approved.
- Signed Consent of Pastor and District Superintendent**
Attach the signed consent of the pastor and district superintendent. You may use the form provided on the Palisades District web page.
- Safe Sanctuaries Policy or Conference Certificate**
Attach the church's Safe Sanctuaries policy or the Safe Sanctuaries certificate received from the Greater New Jersey Conference.
- Lease or Written Agreement**
Attach the written agreement executed by the church and leasing/sharing organization. See example agreements on the district web page.
 - Signatures**
The written agreement has been signed by **two trustees** of the church and **two officers** of the leasing/sharing organization.
 - Safe Sanctuaries Clause**
The written agreement specifically references the church's established Safe Sanctuaries policy and requires compliance.
 - Lease Term is for One Year Only and from July 1 through June 30**
The term of the lease is one year and corresponds to the appointment year – July 1 through June 30 of the following year.
- Certificate of Insurance and/or Signed Hold Harmless Agreement**
Attach a copy of the sharing/leasing organization's certificate of insurance naming the church as insured.
 - Certificate of Insurance**
A certificate is attached.
 - Signed Hold Harmless Agreement**
A hold harmless agreement signed by **two trustees** of the church and **two officers** of the leasing/sharing organization is attached. See example hold harmless agreement on the district web page.