


#	ITEM	YES	NO
1.	Are all doors to exits and actual exit doors opened easily to facilitate safe egress?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the expected number of participants limited to the occupant load capacity of the room?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are parking lots, entrances and exits, stairs and ramps properly illuminated during the evening hours?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is a no smoking policy enforced?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are all entrances and exits clear of snow and ice during the winter months?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has a member of the custodial staff and/or a designated, responsible member of the group holding the meeting, been assigned to check that all those who attended have left the building, that lights are turned off, and that the building is secured and doors locked?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is a Certificate of Insurance required from outside groups using your building naming the church as an additional insured?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does your Building Use Form incorporate a Hold Harmless agreement protecting the church from liability arising out of the use of the facility by outside organizations?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have you addressed security concerns in terms of single entry, ID system, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Do you provide information or an orientation meeting regarding church rules and regulations to community users of the building?	<input type="checkbox"/>	<input type="checkbox"/>

Copyright 2010 by the Utica Mutual Insurance Company, all rights reserved. This material may not be copied, reproduced or distributed in any fashion, print or electronically, in whole or part, without the express permission of the Company. The information contained in this publication has been developed from sources believed to be reliable. It should not, however, be construed or relied upon as legal advice and Utica National accepts no legal responsibility for its correctness or for its application to specific factual situations.

 Utica National Insurance Group • Utica Mutual Insurance Company and its affiliated companies, New Hartford, NY 13413 • www.uticanational.com