

To Whom It May Concern:

The Catholic Cemeteries of the Archdiocese of Chicago are rich in tradition, art and history and are sacred places. The main mission of the Catholic Cemeteries is the dignified burial of the deceased members of our faith and their families, and the ongoing care of their graves. Therefore, the Catholic Cemeteries are places where respect, dignity and compassion are considered the norm for all who enter. Knowing that your group will honor these norms, I set forth the guidelines for your visit.

The person who is initiating the tour, will have to sign the enclosed affidavit stating that they agree to protect, defend indemnify and save harmless, to the extent allowed by law, the Catholic Bishop of Chicago, a Corporation Sole, its officers, employees, agents and assign of the person initiating the tour, Catholic Cemeteries' officers, employees, agents and assigns, and including all claims under the Workers' Compensation Act that may result from the requested cemetery tour.

The person initiating the tour has maintained at their expense the following amounts of insurance, naming the Catholic Bishop of Chicago, a Corporate Sole, as an additional insured:

- Comprehensive General Liability insurance providing coverage with limits of \$1,000,000.00 for personal injury, sickness or disease, including death sustained by one person in any occurrence and \$2,000,000.00 for personal injury, sickness or disease, including death, sustained by more than one person in any occurrence and in addition, \$1,000,000.00 per occurrence for damage to property, including the loss of use thereof. The Certificate of Insurance evidencing this coverage must show the contractual liability endorsement thereon;
- Comprehensive Automobile Liability and Property Damage Insurance covering owned, now-owned and hired vehicles, in the same limits of liability as are provided in Paragraph A above; and,
- Worker's Compensation insurance in such amounts as will be adequate to comply with any statutory requirements and employer liability under such policies with limits of not less than \$500,000.00.

The above-listed insurance policies shall be with companies and in form and amount satisfactory to the Catholic Bishop of Chicago. A copy of the Certificate of Insurance evidencing such coverage must be provided to me prior to the approval and commencement of any requested tour at least 10 days prior to the day on which you will arrive. If a bus tour is approved, the hours that the bus can be present must be in accordance with the visiting hours set forth for this event.

If you have any questions, please contact me at 708-236-5400. Upon receipt of the necessary documents a letter of permission will be issued.

Sincerely,



Ted Ratajczyk
Executive Director