

May 2, 2016

Dear Fatima Patron,

As part of a requirement for all parishes, schools and agencies of the Roman Catholic Archdiocese of Indianapolis, Fatima Retreat House, an agency of the archdiocese, is required to secure from each hosted group (groups who come to Fatima to rent space for retreats and meetings) proof of liability insurance coverage. This includes all groups who are not parishes, agencies or offices of the Archdiocese of Indianapolis.

We offer you two choices to fulfill this requirement:

1. Provide a certificate of insurance from your organization, church or business naming Our Lady of Fatima Retreat House, Inc. as an additional insured for a minimum of $1,000,000.00 coverage, or
2. Purchase liability coverage through our provider, Arthur J. Gallagher Risk Management Services/K & K Insurance (see more detailed information included here and please note that if you choose this option, the request for coverage must be made at least three weeks prior to your arrival at Fatima Retreat House). The cost is $125 per daytime event and $150 per overnight event. There is also coverage for recurring events within the same one year time period.

***Regardless of which option you choose, Fatima must receive the documentation prior to your group’s arrival and no later than five business days in advance when all other information regarding your stay with us is requested. Requesting coverage from A.J. Gallagher Risk Management Services/K & K Insurance at least three weeks prior to your arrival insures that documentation of coverage will arrive prior to this deadline. They must have your request at least 15 days in advance of the arrival date.***

If you have any questions at all regarding this request or the process, please contact our representative at K & K Insurance (info below). We thank you for your cooperation and look forward to serving you!

Sincerely,

Georgene Beiriger Mira Andreeva

Director Arthur J. Gallagher Risk Management Services [gbeiriger@archindy.org](mailto:gbeiriger@archindy.org) (630) 634-4583 or [mira\_andreeva@ajg.com](mailto:mira_andreeva@ajg.com)