

## **TULIP FAQs for Parish Business Managers, Bookkeepers, and Staff**

**Q. Do I still submit a hard copy TULIP form and payment check?**

A. No. The renter will purchase event insurance directly from K & K insurance. The renter will set up an account and fill out the information digitally through the K & K website:

<https://www.kandkinsurance.com/sites/Tulip/pages/DioceseEligibility.aspx>

**Q. Can we continue to use paper TULIP forms?**

A. No. We will not accept any paper forms after July 1<sup>st</sup>, 2023. If a paper form is mailed to our office, we will return it to the sender.

**Q. Will events taking place after July 1, 2023, that were submitted using paper forms be affected by this change?**

A. No. K & K will still provide coverage for these events. No additional steps are necessary for event coverage that has already been placed.

**Q. What if the event wants to include alcohol?**

A. The renter will be able to make that selection digitally. Depending on the circumstances around the event, additional costs may be added, similar to how the program operates now.

**Q. My renter is having a technical issue. Who do they call?**

A. They will need to call K & K at the number listed on the website to seek technical assistance (1-800-553-8368).

**Q. How and when will I receive a copy of the certificate?**

A. Once the renter has entered the information and submitted payment to K & K, the renter, and Risk Management each will be emailed a copy of the certificate to keep on file. It is up to the purchaser to email a copy to the parish using the email address they were provided by the parish.

**Q. Will the pastor need to approve the request to rent?**

A. The pastor would have first agreed to the proposed activity and date through a signed Rental Agreement. Additional pastor approval is therefore NOT required.

**Q. Do we still need to use a Rental Agreement for outside users?**

A. Yes. The move from hard copy to digital TULIPs will not alter the need to have a signed Rental Agreement in place. See the Risk Management website if you need a template for a [Rental Agreement](#).

**Q. K & K is not able to provide coverage for the outside user's event type. What do we do now?**

A. K & K can provide TULIP coverage for a wide range of events. However, specific high-risk activities cannot be covered.

If this is the case, we recommend speaking with the potential renter about whether or not it is realistic for the event to be held on your premises.

*K & K's inability to provide coverage does not negate the requirement for renters to provide insurance.* If the parish/school location decides to allow the event, the renter will need to seek insurance from another provider.



**Q. Where do I find my parish on the K & K website?**

A. Under “Select your Diocese/Parish” and “Diocese Name” select “Roman Catholic Archbishop of Portland in Oregon.” Then click “Search.” Then scroll to your location, check the bubble next to your Parish, and click “Continue” at the bottom. If you cannot find your location, please contact Risk Management.

**Q. I have more questions! Who can I contact for information?**

A. Please contact Risk Management at [riskmanagement@archdpdx.org](mailto:riskmanagement@archdpdx.org) or 503-233-8360. Note that this document may be updated periodically to address new FAQs.