



Office of Property and Risk Management

TULIP Event Cancellation Guidelines

When an outside renter has scheduled use of your facilities, purchased a Tennant User Liability Insurance Policy (TULIP), and the event has to be cancelled, any refund for the rental of the facility will be issued by the parish and a full refund of the TULIP will be issued by the Archdiocese.

To initiate a refund, email riskmanagement@archdpx.org detailing the cancellation and attach a copy of the originally submitted TULIP application. A refund request will be processed and a check mailed directly to the renter or to the organization who issued payment, for the full amount. Please advise the renter to allow 2-4 weeks for processing.

If your renter would rather reschedule the event, send an email to: riskmanagement@archdpx.org with details outlining the new date, and a copy of the original TULIP insurance policy. We will notify our insurer of the date change. If the reschedule date is further than 90 days out, or the renter is not sure when they can reschedule, we would encourage cancelling the event and issuing a refund. They would be welcome to reschedule at their convenience.

Please feel free to contact the Property and Risk Management Office for additional details or information, Diane Woodruff (503)233-8360, dwoodruff@archdpx.org, or riskmanagement@archdpx.org