

Hiring/Licence/Lease Flow Chart



Is the group who wants to use the church buildings wholly under the control of the Elders of the Local Church?

Yes

No formal agreement is required

No

Does the group want to use the church buildings for a one-off occasion e.g. birthday party/ craft event or for up to 4 sessions per week (max. 15 hours) not exceeding 6 months' duration?

Yes

A hirer's booking form is required for each occasion of use

No

Does the group want to use the premises on a regular basis which cannot be covered by a hirer's booking form e.g. several times a week/month without any exclusive possession?

Yes A LICENCE to OCCUPY will be required:

Will any act of worship be carried out as part of the group's activities? (note Yoga may include elements of worship). The Elders may need to make additional enquiries to ensure they are clear about what is envisaged

Yes

Please contact the Property & Trust Officer for guidance on permitting third parties to worship on URC premises.

No (it includes an element of exclusive use)

Advise from the Property & Trust Officer / Synod Solicitor is required. A lease will be required.

No: is the arrangement in respect of car parking facilities only or a preschool?

No

The standard Licence to Occupy may be suitable. Please contact the Property & Trust Officer.

Yes

Please contact the Property & Trust Officer for a specific Licence for car parking purposes. There are additional risks involved with preschools. The Elders should contact the Property & Trust Officer for advice

Please refer to the URC (SWS) Booklet: Hiring, Occupying and Leasing Church premises (2024)