

## **7.9.1 Hiring and Leasing your Building**

If you are intending to share space with other users, then the agreements you have with those users will vary depending on the scale of use. This can range from another organisation using part of the building for long periods of time or installing a permanent structure, to regular or one-off lettings or hiring. If the former, then a lease or licence may be required, both of which will need the relevant permission from your denomination. You should check with your relevant building advisers at Diocesan, District, Synod or national level at an early stage and certainly before you enter into any commitments.

### WHERE TO FIND MORE HELP

It is recommended that you inform your Insurance Company if you are changing the nature of the use of your building, especially if hiring out space to external users. Your insurance company will also be able to advise on insurance when hiring out space in your buildings to outside users as well as guidance on running functions. You also need to check with your Insurance Company if you are undertaking activities which bring in an income, i.e. you are starting to trade.

### ***N.B. Link back to Section on Tax and Trading***

**Ecclesiastical** has guidance on planning events and on letting church premises at <https://www.ecclesiastical.com/ChurchMatters/churchguidance/index.aspx>

**Methodist Insurance** also has a lot of information on organizing functions and working with outside users in the Resource Centre part of its website [www.methodistinsurance.co.uk/resources/index.aspx](http://www.methodistinsurance.co.uk/resources/index.aspx).

Of particular relevance is their leaflet on *Outside Users* which can be read here [www.methodistinsurance.co.uk/Images/Outside%20Users%20Leaflet.pdf](http://www.methodistinsurance.co.uk/Images/Outside%20Users%20Leaflet.pdf).

For the **United Reformed Church** go to <http://www.urc.org.uk/images/S651.pdf>

For the **Baptist Union of Great Britain**, you can find guidance here [http://www.baptist.org.uk/Groups/220869/Property\\_Churches.aspx](http://www.baptist.org.uk/Groups/220869/Property_Churches.aspx) and <http://www.baptist.org.uk/Groups/220866/Legal.aspx>

The relevant ones are:

- *PC10 Hiring of Church Premises*
- *PC11 Churches and Leases*

Find out if your local authority or any other local community organisation has a register of available community buildings.

## **7.9.2 Scottish Licensing Act 2005**

You can find guidance on this Act and how it affects church buildings at [Licensing \(Scotland\) Act 2005](#)