Licence Flow Chart

Is the group who wants to use the church premises wholly under the control of the Managing Trustees?

NO

Does the group want to use the church premises for a one-off occasion e.g. a child's birthday party or several irregular occasions e.g. 3 craft workshops over the course of 8 months?

YES

No formal agreement is required.

NO

Does the group want to use the premises on a regular but "part time basis"? i.e. several times a week or month without any exclusive possession?

YES

A booking form may be more appropriate. Please see the <u>Template</u> <u>Booking Form</u>. Please use one booking form per occasion of use.

YES

Will any worship be carried out as part of the group's activities?

Note that some forms of yoga can include an element of worship. The Managing Trustees may want to make specific enquiries to ensure that they are clear as to whether any worship in the wider sense is envisaged.

NO i.e. the use is more than "part-time" or involves an element of "exclusive use"

In this case please obtain advice from an independent legal adviser as to whether a licence is appropriate in the circumstances. If they confirm that it is please forward a copy of their advice to TMCP to place on the file. If not, please contact TMCP so that we can provide guidance on the charity law and Methodist law, policy and best practice requirements applicable to whatever alternative arrangement they have suggested such as a lease.

YES

Please contact TMCP for guidance on permitting third parties to worship on Methodist premises. Note that Christian worship is permitted under licence under Model Trust 14(2) and 14(2A). There are various procedures that should be followed including obtaining Connexional consent and making amendments to the Standard Licence so that it is suitable for such use.

Please <u>contact TMCP</u> for further guidance. If non-Christian worship is proposed you may find the <u>Licence FAQs</u> useful in providing guidance as to how to deal with such a request.

NO

Is the arrangement in respect of car parking facilities only or a pre-school?

YES

- Please contact TMCP for the specific form of licence available for pre-school use
- Please forward your proposed licence for use of car parking spaces for approval. You could use the Standard Licence as a base but will need specific provisions to deal with car parking. A solicitor would be able to help you with this.
- Due to the additional risks involved with these types of hire it is recommended that the Managing Trustees obtain independent legal advice to ensure that a licence is suitable in the particular circumstances.

NO

The Standard Licence may be suitable for your use. Please obtain independent legal advice if you have any concerns regarding the suitability of the Standard Licence or its legal effect. Please contact TMCP if you require any further guidance on the Methodist considerations or on the use of Methodist property by third parties under licence in general. Please visit the Licence page and refer to the guidance notes; When to use the Standard Licence, Completing the Standard Licence and The Standard Licence Explained for further guidance as to completing and using the Standard Licence. You may also find the Licence FAQs helpful.