

Guidance for booking secretaries

Internal bookings

If the booking is from an internal organisation you do not need to complete a booking form or other procedures. However if they are to have a key the keyholder should sign Safeguarding form D.

A one-off event, e.g. craft fair, concert, children's party.

You and the person making the booking will need to:

- complete the Standard Booking Form.
- provide a copy of the church's safeguarding policy.
- arrange for them to be provided with a key (if necessary) and to sign Safeguarding form D.
- check they have adequate insurance cover.

A regular event, taking place several times a week or month but where the church still has the right to access the building. E.g. keep fit, art or music groups, Guide or Scout groups.

You and a representative of the group making the booking will need to:

- provide a copy of the church safeguarding policy.
- complete the Standard Licence, paying attention to the guidance notes.
- arrange for them to be provided with a key (if necessary) and to sign Safeguarding form D.
- check they have adequate insurance cover.

Is the enquiry from an 'in house' organisation wholly under the control of the church council (or circuit)? (e.g. women's fellowship, church run youth group).

Yes

No

What type of booking is it?

A pre-school.

-contact TMCP for guidance and to get a specific Standard Licence for preschools. You may also need legal advice.

- check they have a safeguarding policy.
- check if they are registered with Ofsted, if so ask to see their registration certificate and record it has been seen.
- check that they have adequate insurance cover.

Other types of booking:

- **A group (not belonging to the church) where worship forms part of the group's activities e.g. another church or faith's activities or some forms of yoga.**

You will need to contact TMCP for guidance and complete a specific form of licence.

- **An organisation who will be using the building more than part time or where the church will not have access (eg having a charity's office in church rooms).**

You will need to get legal advice as to whether a licence is appropriate or whether a lease or another form of agreement should be used, and inform TMCP.

- **An arrangement for car parking.**

Contact TMCP for a specific licence for the use of parking spaces. You may also need legal advice.

- **Anything not covered in these categories.**

Contact TMCP for guidance.

The Circuit Property Advisory Group may be able to offer support if your booking falls into one of these categories. Contact the Circuit Office for information.

All Licences should be entered into for no more than twelve months- they should be renewed annually to ensure circumstances have not changed and that no additional rights are given to organisations using the premises.