

Sharing your sports club premises

Checklist

Use this editable checklist before agreeing to share your club's space with another organisation. Tick each item as you complete it.

1. Space and practical arrangements

Decide whether the space will be exclusive, shared, or mixed.

Identify what access rights the other party needs over shared areas within the club's space.

Ensure your club can still use the space when needed.

Consider physical boundaries (locked doors, barriers, signage) to ensure your own usage when needed.

Mark different areas clearly on a floor plan so that particular areas and their usage can be clearly defined within the agreement.

2. Charging and financial terms

Charge a proper market rate (even if the occupier is your trading subsidiary), to ensure compliance with charity (where relevant) and tax law, as well as to support your club's financial sustainability.

Consider using a turnover-based fee (with a minimum base amount) for cafés or bars.

Obtain surveyor advice on appropriate rent or licence fees.

3. Charging and financial terms

Include the right to terminate if payments are missed or terms are breached.

Include a no-fault termination option for flexibility.

Check notice periods are practical and appropriate.

4. Charging and financial terms

Decide whether the arrangement will be a lease (exclusive occupation) or a licence (shared space) and ensure the agreement reflects the reality of how the space is used.

Ensure legal steps are taken to avoid the occupier gaining security of tenure under the Landlord and Tenant Act 1954 where appropriate.

Involve a lawyer to prepare or review the agreement.

Checklist prepared by:

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Need support?

Contact our sports law team or visit our website to find out how we can help you:

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