



Learning through hard work, friendship and fun.

Mill Lane Primary School Lettings Policy

Adopted and ratified by governing body: Sept 2025

Review date: June 2029

The letting of the school premises by the community is welcomed, subject to the following conditions:

Use of the premises for school functions will take priority over lettings

The Governing Body will set charges for lettings guided by these principles:

Lettings to Mill Lane School and Friends of Mill Lane (or similar body) will be free of charge

Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear and tear, administration.

Where a letting is subsidised by the Youth and Community Service that Service will determine the proportion of the letting charge to be paid direct by the Hirer.

Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.

Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing body.

Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

The school premises will not be let for functions where a Public Entertainment Licence is required.

Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted he/she will report the reasons to the Governing Body

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.

All hirers must carry sufficient Third Party Liability insurance to satisfy Kirklees MC requirements.