



## **FACILITIES MANAGEMENT AND MARKETING POLICY**

1. It is the policy of the School's Governing Body, and the Board of the Foundation Company, St George's School (Harpenden) Limited (hereafter 'the Company'), that the School's buildings and facilities should be actively marketed with the purpose of raising funds to support the School.
2. The activities that take place should not at any time constrain or negatively affect the School's primary purpose. The School's and Company's aims were defined many years ago and still stand:

To help all the pupils at the School achieve a sense of fulfilment at School and as adults by:

- providing a first class education;
- encouraging respect for moral and spiritual values within the context of its Christian foundation;
- helping them to grow into mature, self-disciplined citizens and caring members of society;
- having an environment that provides for equality of opportunity and promotes good relations between individuals within the School and in their wider community.

Nothing in this policy should compromise these aims.

3. Subject to this constraint, the School, through the medium of the Company and its trading subsidiaries, will seek to let facilities for educational purposes, culture, sport and social events to raise funds which will be used to support the School.
4. Activities will be permitted provided that they do not place the School's pupils, staff, premises and assets at risk, or could harm the School's reputation or lead to undesirable publicity.
5. Customers of the facilities will be provided with Terms and Conditions of letting, which will make clear the Health and Safety procedures and details of insurance.
6. When customers are on site, there will always be a member of staff on call, and customers will have his or her mobile telephone number for easy contact.
7. Strategic oversight of such activities will be the responsibility of the Facilities Management and Marketing Group (FMM), while day to day management will be the responsibility of the School Business Manager, who reports to the School's Leadership Committee.