

ASSET UTILIZATION – GENERAL POLICY

Asset utilization – outside of normal school use - imposes extra wear and tear on the facilities. This policy is designed to put measures in place to allow for clarity of usage and compensation.

- Where reciprocity exists between Bishops and another school - for touring purposes – there will be no charge for the accommodation. The reciprocity relationship must be of equal proportions. All direct costs e.g. food; entertainment and overtime are to be paid for by the host e.g. through a cricket budget. This needs to have been budgeted for and cannot result in an overspend in that budget;
- Recognized sports festivals will be billed at 50% of the commercial rate providing that this covers all the relevant direct costs e.g. food; overtime; electricity etc;
- Interprovincial events will be billed at the full commercial fee. This may however be negotiated down to 75% based on discussion with the principal;
- Sporting teams of international stature will be accommodated for free e.g. Super 14 sides; Springbok sevens etc. However, this must be managed so as not to cause excessive wear and tear. It is expected that there is to be some quid pro quo in this relationship e.g. free coaching of our pupils by some of the visiting sportsmen;
- Other external sporting sides of a lower level would pay the full rate. By exception, this rate may be lowered but the usage would be expected to be of a limited duration. Approval for this reduction needs to be forthcoming from the headmaster;
- Other schools using our facilities are expected to pay the full rate for use of the facilities;
- All other income generating activities on the campus are to be billed at the full commercial rate;
- Permission may be granted for free usage of the facilities where this is of a charity/ church type activity – this would be forthcoming from the Principal/ Headmaster or Operations Manager. However this usage would be refused if it becomes too frequent or interferes with normal school operations.
- As a general rule the only accommodation provided in boarding houses is to school going children under the supervision of teachers. Exceptions may be made for teacher groups; church groups and any other adult group approved by the school executive.
- If staff - this means all staff i.e. full time; part time; stooges; sports coaches etc - want to operate private income generating activities on the school campus they must first obtain permission from the headmaster. The headmaster has the right to decline these requests on the grounds that this is not in the interests of the school or the teacher. Thereafter, the booking request must be made to the Events Co-ordinator who brings all requests to the attention of the Operations manager. This is to ensure that the activity is viable in terms of other planned activities – if not viable it will be declined. There is no permission until both the headmaster and the Operations section have confirmed that the request is in order. This includes



regular and substantial extra lesson programs; sports clinics; exam revision sessions; cultural activities etc. Staff will be billed at the full commercial fee for the use of the facilities.

- The charge rate for individual facilities is available from the Events Co-ordinator. These rates are subject to annual updates and also may be increased depending on the planned activity and the client.
- This policy must be read in conjunction with the Extra Lesson policy and the Staff Hiring of school Facilities (for private family functions) policy.

B Strauss
Operations Manager