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| Owner: | BU Director of Fundraising and Alumni Relations |
| Version number: | 1 |
| Date of approval: | 15 August 2022 |
| Approved by: | The Board of Directors of BU Community Business Limited |
| Effective date: | 18 July 2022 |
| Date of last review: | July 2022 |
| Due for review: | July 2025 |

Sponsorship Policy and Procedure

1. SCOPE AND PURPOSE

- 1.1 These Policy and Procedures apply to Bournemouth University (BU) staff and members of the BU Community Business Limited (BUCB) Board (internal or external) who support BUCB with the operation of, and to all individuals and clubs who use the facilities at, Chapel Gate, Parley, Christchurch, Dorset, BH23 6BD (Chapel Gate).
- 1.2 These Policy and Procedures must be followed:
 - 1.2.1 by anyone seeking sponsorship not on behalf of BUCB or BU, such as the lead representative of a club based at Chapel Gate;
 - 1.2.2 where th

way that is fair and consistent for BU, BUCB and the individuals who use the Chapel Gate facilities.

2. **KEY RESPONSIBILITIES**

- 2.1 Updating these Policy and Procedures and making them publicly available on the Chapel Gate website once approved – General Manager – Chapel Gate.
- 2.2 Seeking approval ~~who use these~~ Policy and Procedures and comply



in their absence, or if there is a conflict of interest, two BU nominated BUCB Directors.

3.4.2 All other sponsorship requiring BUCB approval must be approved by the BUCB Board, either in a meeting or by written resolution.

Procedures

4. Requesting approval

4.1 To request approval, please email the General Manager general@bucb.com
