



JOE MOROLONG
LOCAL MUNICIPALITY

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POLICY ON THE UTILIZATION OF RECREATIONAL FACILITIES

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Joe Morolong Local Municipality seeks to provide for standard procedures and guidelines for the leasing or hiring of the community halls and sports fields owned by the municipality.

Whereas

The need for the Policy is derived from Chapter 8 Section 63 of the Municipal Finance Management Act 56 of 2003 that details management; safeguarding and Maintenance of municipal assets.

Whereas

This policy serves to regulate the application procedure for leasing/hiring the community halls and to provide for matters connected therewith.

Be it **ENACTED** by the Council of Joe Morolong Local Municipality, as Policy on the Utilization of Recreational Facilities.

DEFINITIONS

Recreational facilities — this refers to all the Community halls and Sportsfields that are under Joe Morolong Local Municipality, whether the funding for their construction was obtained from another government department or a donor. This is used interchangeable with the word facilities throughout the policy

Council — means the Joe Morolong Local Municipality, and includes an officer duly empowered by the municipality to exercise or perform the powers, functions and duties of the municipality under this policy.

User/Lessee — this refers to any person or group of people that has booked/hired/leased a recreational facility at a given time

Authorized Official—means the Council employee who has been assigned the responsibility for attending to any matter dealing with recreational facilities.

Internal Stakeholders — this refers to the councilors and officials of the municipality including organized labour.

External Stakeholders this refers to the members of the community of Joe Morolong Local municipality, organizations, national and provincial government departments, other municipalities and any other person or group of persons who have a stake and/or interest in the municipality and its business.

Tariffs or Tariff Structure — the fee structure of as determined and approved by the Joe Morolong Local Municipality for taxes, levies, etc.

Office Hours — means the Council's official working hours on Mondays to Fridays.

2. **PURPOSE OF THE POLICY**

2.1 Policy Objectives

The objective of the policy is to provide uniform guidelines on the utilization of municipal community halls by the internal and external stakeholders of the municipality.

2.2 Scope of the Policy

This policy applies to all the internal (councilors and staff) and external (communities, government departments, etc.) stakeholders of the municipality.

2.3 Description of the Issue

The Joe Morolong Local Municipality has 21 community halls in its area of jurisdiction.

3. **IMPLICATION OF THE POLICY**

The policy intended to lesson any complaint that may arise as the result of the conditions of the hall, booking processes, etc. and as well to ensure clear guidelines where these are concerned.

4. **POLICY STATEMENTS**

4.1 Hours of Using the Recreational facilities

(1) The recreational facilities shall be used up until midnight (00:00), any booking after midnight must be charged the normal rate including other hours in line with tariff structure

(2) The approval for usage of the recreational facilities over weekends shall be obtained a week prior the date of the event;

4.2 Delegations

The operational management and monitoring of the implementation of this policy is the responsibility of the Municipal Manager through the directorate of Community Services;

4.3 Budgeting

(1) The Directorate of Community Services shall provide a budget for the day to day maintenance including keeping the recreational facilities clean; and

(2) The Directorate of Community Services shall provide budget for maintenance and repairs and the Department of Technical Services shall provide Project Management Support for the maintenance and repairs, including lighting, painting, repairs to structure, etc.

4.4 Conditions For Use of recreational facilities

- (1) The Municipal recreational facilities shall be utilized only on the following conditions:
The halls and sportsfields shall be used up until midnight (00:00), any booking after midnight must be charged the normal rate including other hours in line with tariff structure
- a) Payment of the booking tariff to the Budget and Treasury Office in line with the Approved Tariff Structure of the Municipality;
 - b) Payment of a refundable deposit together with the booking tariff prior utilization of the recreational facilities and in line with the Tariff Structure of the Municipality; has been paid and
 - c) Completion of the booking form and abiding by the terms and conditions for use as outlined in the form.

4.5 Free Use of the Recreational facilities

- (1) Free use of a municipal recreational facilities shall be granted by the municipality only on condition that:
- a) such approval has been pre-approved by the Municipal Manager
 - b) the body/institution requesting free use is a non-governmental or non-profit making body, Community meetings, Tribal Council meeting with the community, Community Based Organizations and Internal Users
 - c) The use of the hall shall benefit the community of the Joe Morolong Local Municipality.

4.6 Recreational Facilities Furniture and Facilities

- (1) The recreational facilities shall be rented as it is with the available furniture;
- (2) The user is permitted to bring in his/her own furniture (tables and chairs, etc) should that of the municipality not being adequate; and should inform the municipality before doing so
 - (3) The municipality will not be held accountable for any damage or loss of such additional possessions
 - (4) The user must leave the facilities in the same condition that they found them

4.7 Refundable Deposit for Recreational Facilities Use

- (1) A deposit made for the utilization of the recreational facilities shall be refundable only:

a) if no damage or loss has been made as a result of the event booked for at the facility;

b) when the user submits a claim for the refund after verification has been done by the municipality;

(2) Should there be damage or loss on the part of the municipality:

a) the whole refundable amount shall be kept by the municipality no matter how small the damage is; and

b) should the deposit not be sufficient to cover the damage or loss, the municipality shall recover the amount from the person who had booked the hall

5. MANAGING THE PROCESS

5.1 Process Description

(1) Application Procedure

(a) Applications for use may be obtained at the Community Services Department and Booking Office at Cardington Road, Churchill village

(b) Applications can also be obtained at our satellite offices, Hotazel, Heuningvlei and Vanzylsrus, the applications for use may be obtained through the authorized officials, authorization will be given by the main office in Churchill

(c) Applications for hiring of Recreational Facilities shall be dealt with only during office hours.

(2) The completed application form must be accompanied by:

(a) Full names, identity number, addresses, phone numbers of the people who are booking the facility, certified copy of the ID and proof of bank account;

(b) Any applicable fee including the refundable deposit, which must be payable in full at the Budget & Treasury Office

(c) All monies payable to the municipality will be backed by RECEIPTS which the payer must always ensure that he/she gets on tendering any fees at the cashiers

(3) The use of any of the recreational facilities shall be approved by the Municipal Manager or authorized official. The Municipal Manager or authorized official reserves the right to reject any applications

(4) **INDEMNIFICATION:** The Council shall not be liable for any loss or damage the Lessee may incur as a consequence of any defect or neglect caused or arising in any way from the hired recreational facilities.

(5) **NOISE CONTROL.** The Lessee shall ensure that any loudspeaker or other device for the production or amplification of sound used is used in such a manner or for such time or in such

circumstances that the sound is not audible beyond the boundaries of such premises and doesn't disturb the peace and quiet in the village or neighbourhood.

5.2 RULES OF USE

- (1) The Council may refuse to let the recreational facilities, or may cancel any agreement thereof if the recreational facility is required for other purposes which in the opinion of the Council, should take precedence.
- (2) The business of the municipality (Council & Committee meetings, workshops, etc) shall have priority over all other uses; irrespective of when the venue was booked
- (3) In the event that the recreational facility has been booked and a business of Council has to take place, a 48 hours' notice shall be attempted to be given to the person who had made the booking notifying them of such an event;
- (4) The Municipal Manager or authorized official shall have the authority to enforce the rules for the use of the municipal recreational facility;
- (5) The Council may refuse to let the recreational facility for any gathering if there is any danger of damage resulting at such gathering to the building or its furniture.
- (6) Should any person be deemed to be in violation of the rules of the use during the event the Municipal Manager or his delegate have the authority to immediately discontinue the use of recreational facility
- (7) Each user shall designate a principal contact person for purposes of coordination and all communications in writing or otherwise, special use requirements, etc shall be the responsibility of the principal contact person
- (8) Smoking is prohibited inside the buildings of the recreational facility
- (9) Use of alcohol beverages is not permitted
- (10) All facilities are to be left in a clean, undamaged condition
- (11) The Municipal Manager or his/her delegate have a right to make exceptions on the provisions of these rules
 - (1 2) Copies of the rules shall be made available to the users when they book the recreational facility

6. PRE AND POST INSPECTION OF RECREATIONAL FACILITY

- 1) Pre inspection shall be done by the official on duty and the herein before the usage of the hall by the hirer.
- 2) Post inspection shall be done by the official on duty and the herein after the usage of the hall by the hirer.

7. APPROVAL OF THE POLICY

The approval of this policy rests with the Joe Morolong Local Council on the recommendations of the Mayor.

8. IMPLEMENTATION OF THE POLICY

(1) The policy will be communicated throughout the municipality by means of fliers and circulars. It will as well be posted on the Municipal Website for purposes for ease of accessibility by users; the policy will also be available at all our satellite offices (Hotazel, Heuningvlei and Vanzylsrus), Tribal offices and Municipal libraries at Logaganeng, Cassel and Vanzylsrus.

(2) The policy will be signed-off by the Mayor and the Municipal Manager as a commitment to its implementation and adherence thereto;

(3) Successful implementation of this policy will be evidenced by motivated and productive workforce resulting in improved individual and directorate performance

9. POLICY REVIEW

This Policy will be reviewed annually to determine its impact achieving the objectives it is set out to achieve as well as alignment to the process.

10. VIOLATION AND ENFORCEMENT

The violation of this policy may lead to disciplinary or criminal processes taken against the offender.

11. AUTHENTICATION

The Policy was adopted on the _____

Resolution number:

Ms. D. LEUTLWETSE
MUNICIPAL MAYOR

MR. T. TLHOAELE
MUNICIPAL MANAGER