

# **JOE MOROLONG LOCAL MUNICIPALITY**



## **POLICY ON RENTING OF MUNICIPAL OFFICE SPACE AND RELATED PROPERTIES BY OUTSIDERS**

## **1. PURPOSE**

1.1 To ensure that granting of temporary use of municipal office space to outsiders is conducted properly and duly compensated for, and to further ensure that municipal property is taken good care of by the renter.

## **2. PROCEDURE**

2.1 Anyone interested in using office space and related properties must submit application to the municipality for consideration.

2.2 Application must specify the purpose for which office space and/or municipal property is/are to be used for.

2.3 Application must unambiguously specify who will be renting office space and/or related properties.

2.4 The municipality reserves the right to approve or reject any application it deems fit to.

2.5 The decision of the municipality is final and no appeals will be considered.

## **3. PROPERTY MAINTENANCE**

3.1 The renter has the responsibility of ensuring that municipal property is kept in good condition.

3.2 The renter will be liable for costs incurred in repairing damage caused by the renter on municipal property.

3.3 The renter will be liable for any vandalism that may occur whilst still making use of office space and/or related municipal property.

3.4 The municipality will not be held liable for any injuries to anybody who is within the vicinity of the renter office space, nor anybody attending an event organized by the renter, or anybody attending a meeting arranged by the renter.

#### 4. RENT TARRIFS

##### 4.1 COMMUNITY HALLS

<b>TIME</b>	<b>TARRIF</b>
Whole day	R350,00
Whole day and evening until 24:00	R500,00
Plus kitchen facilities when used:	
Whole day	R110,00
Whole day and evening until 24:00	R220,00

##### 4.2 TRAINING ROOM

<b>TIME</b>	<b>TARRIF</b>
Morning until 12:00	R55,00
12:00 until 18:00	R55,00
18:00 until 24:00	R150,00
Whole day and evening until 24:00	R250,00
Plus kitchen facilities when used:	
Morning until 12:00	R60,00
12:00 until 18:00	R60,00
18:00 until 24:00	R60,00
Whole day and evening until 24:00	R110,00

### **4.3 COMMITTEE ROOM**

<b>TIME</b>	<b>TARRIF</b>
Morning until 12:00	R45,00
12:00 until 18:00	R45,00
18:00 until 24:00	R100,00
Whole day and evening until 24:00	R200,00
Plus kitchen facilities when used:	
Morning until 12:00	R60,00
12:00 until 18:00	R60,00
18:00 until 24:00	R60,00
Whole day and evening until 24:00	R110,00

### **4.4 PORTION OF LAND TO OPERATE A CAFETERIA**

- 4.4.1 The municipality shall advertise a tender inviting individuals interested in operating a cafeteria within municipal yard to submit proposals.
- 4.4.2 Only proposals from individuals will be considered and not business entities.
- 4.4.3 Such an individual must be in a position to set up a temporary movable or immovable structure on a portion of municipal yard not exceeding 36 m<sup>2</sup>.
- 4.4.4 Monthly lease of land will be charged at R15/m<sup>2</sup>, and days of operation will be Monday to Friday 7h30 to 16h15 excluding public holidays.
- 4.4.5 Tariff for lease of land will be reviewed annually as per municipal calendar.
- 4.4.6 Duration of lease agreement will be determined by the municipality and shall not extend for more than 24 months.

- 4.4.7 The municipality shall advertise a tender two months before termination of the agreement.
- 4.4.8 Any party may terminate a contract giving a month notice of intention to terminate the agreement.
- 4.4.9 If there is a dispute regarding the termination of contract or any other issue, both parties must agree to appoint a practicing attorney to mediate.
- 4.4.10 If mediation fails, then the matter will be set for arbitration by the same attorney who mediated.
- 4.4.11 An award for costs will be determined by the arbitrator
- 4.4.12 The decision of the arbitrator will be final and binding.

Sign at.....by.....