

COMMUNITY SERVICES POLICY

Use of Municipal Recreational Facilities (stadia, indoor/out door sport centre)

1. OBJECTIVE

To regulate the use and allocation of the municipal recreational facilities and equipment by all applicants.

2. SCOPE OF THIS POLICY AND PRACTICE

This policy is in general applicable to use of municipal recreational facilities and equipment.

3. POLICY STATEMENT

Maruleng Local Municipal employees, stakeholders and the public at large are responsible for safeguarding and making proper and efficient use of all municipal facilities.

It shall be expected that whoever is utilizing the municipal recreational facilities will do so as if they were the rightful owners in such a way that these facilities shall assist in generating revenue that will contribute in their maintenance.

Council will have powers to determine the deposit amount to be applied by the Municipality in the procession of any application.

4. PROCEDURE FOR USE

The Community Services Department will be responsible for the allocation of the municipal recreational facilities as per application.

In cases wherein a need for use of any of the municipal recreational facility arises, the following procedure should be followed:

- 4.4.1 Any community member/s or any stakeholder/s intending to apply for use of the recreational facility may do so by applying to the Municipal Manager
- 4.4.2 Upon receipt of the application, the Community Services Department will process the application and confirm availability of the facility with the applicant, account details and amount to be paid including the terms and conditions for utilizing the facility.
- 4.4.3 The amount paid will be used to cover the recreational facilities operational expenses such as cleaning and damage etc.

5. RENTAL FEES

All organisations and individuals shall pay a fee for all activities in any of the facilities as determined by council. Payment should be made before utilization of the facility. USE USER FEE WILL VARY BASED ON TYPE OF OCCASION AND FACILITY and shall be on the tariff structure

(Weddings, funerals, meetings, sector Departments activities etc)

TIME AND LIMITS

The preferred operating times are 07h: 00 – 19h00. If there is a need to operate outside reasonable times, consideration can be made for good cause. If there is a need to further use the facility after 19h00 hours, security will have to be provided by the client and proof thereof shall provided to the municipality.

6. The municipality shall not be held liable for any injury or loss of life that may arise.

7. TYPES OF ACTIVITIES.

The following activities are permissible amongst other things: Meetings, religious gatherings, weddings, conferences, Funerals et cetera.

8. INVENTORY

Inventory for all municipal recreational facilities shall be available to check the facility before and after use.

9. Access control

There must be three sets of keys per hall, two pairs (2) must be in the office, another set with security officers.

10. NON COMPLIANCE WITH THIS POLICY

Any actual or suspected loss, damage, misuse, theft, or destruction of a recreational facility shall be reported immediately to the municipality. Non –compliance with this policy and its stipulation or negligence committed in this regard, is viewed seriously and shall be dealt with as in an appropriate manner to be decided upon by the council.

APPROVAL

The signatories hereof, being duly authorized thereto, authorized the contents as the official Policy Documents for the MARULENG LOCAL MUNICIPALITY

Municipal Manager: Mr. T.G Magabane

Date

This document is applicable to the Maruleng Municipality

The policy will come into effect _____