



FREE USE OF COMMUNITY FACILITIES POLICY

DRAFT REVIEW

CONSIDERATION FOR APPROVAL

EFFECTIVE 1 JULY 2022

PURPOSE

To provide free access on community facilities (community halls & sports grounds) to registered non governmental organisations (NGOs), community based organisations (CB0s) and non-profit organisations for support towards social development empowerment.

APPLICATION

That the following registered organisations be considered regarding the handling of requests for the use of facilities .

1. That recognition be given to registered community-based organizations (CBO's) Non-governmental organizations (NGO's), Nonprofit organizations (NPOs) that are operational in Langeberg Municipal jurisdiction area for the free use of halls and facilities be made available 4x per year per town for official meetings.

That the following conditions be applied for the free use of halls and sport facilities:

- 1.1 The organizations mentioned in paragraph 1 will not have to pay deposits for the use of the halls and sport facilities.
 - 1.2 That the facilities be locked and unlocked by a municipal official who must identify damages.
 - 1.3 That should any damages occur, the organization be held responsible for the damages and their private use of the halls be reconsidered.
 - 1.4 That the organizations and forums apply not less than 7 working days before the date of the function in writing for the use of the halls and sport facilities.
 - 1.5 Registered community based, non-governmental and non-profit organization should be encouraged to participate during the IDP process and record be kept of their attendance.
 - 1.6 Community facilities department should request ward councilor for comments and recommendation of the application.
 - 1.7 Free use of facilities will not be considered for political aims or parties.
 - 1.8 Request for free use of facilities by the District Municipality or certain State Departments will be handled on merit, based on the community value of the request.
2. That where officials (inclusive of labour unions functioning in Langeberg municipality, SMAWU & IMATU) are involved in use of the facilities for official purposes the facilities be made available free of charge and that the official remains responsible for the locking and unlocking of the facility.
3. Request for Ward Committee and special meetings by councilors be referred to the speaker for approval.
4. Local sporting clubs, registered and affiliated to a recognized sport Federations will be allowed 2x free usage per year (Award ceremony and Annual General Meeting).
5. Schools residing within Langeberg Municipal jurisdiction, will be granted 2x free usage per year (Award Ceremony and Annual General Meeting) and all examinations as provided by department of education
6. All request for free use by District, Provincial and National Federations or associations to be approved by the Municipal Manager in consultation with the Executive Mayor.

MONITORING & REVIEW

Department community facilities monitors the use of facilities and provide monthly report to the Director Community services

The policy be reviewed annually in line with budget related policies.

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