



FREE USE OF COMMUNITY SERVICES FACILITIES POLICY

EFFECTIVE 1 JULY 2026

PURPOSE

To provide free access on community services facilities (community halls , sports grounds and nature reserves) to registered non government organisations (NGOs), community based organisations (CBOs) 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, sports fields and nature reserves facilities be made available 4x per year per town for official meetings, workshops, trainings, sport activities, recreational activities and other information communicating sessions.

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

- 1.1 The organizations mentioned in paragraph 1 will not have to pay deposits for the use of the halls, sport and nature reserves facilities.
 - 1.2 Free use requests be considered when there are no gate or entrance fees charged.
 - 1.3 That the facilities be locked and unlocked by a municipal official who must identify damages.
 - 1.4 Should any damages occur, the organization be held responsible for the damages and their future use of the facilities be reconsidered.
 - 1.5 The municipal bookings conditions for hiring facilities are applicable and must be adhered to.
 - 1.6 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, sport and nature reserve facilities.
 - 1.7 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.
 - 1.8 Community Facilities Department should request Community Services Portfolio Holder for comments within 2 days of receiving the application form. If no comments are received, the Director Community Services will continue with application for approval or rejection.
 - 1.9 Free use of facilities will not be considered for church services, political aims or parties.
 - 1.10 Request for free use of facilities by the District Municipality and State Departments will be handled on merit, based on the community value of the request without limit on the number of uses
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 4x free usage per year (2x Community Hall, 2x sportsground).
5. Schools residing within Langeberg Municipal jurisdiction will be granted 4x free usage per year (2x Community Hall, 2x sportsground).
6. Schools within Langeberg Municipal jurisdiction will be granted free use for examinations as provided by department of education.
7. All request by district, provincial and national departments and Sports Federation or associations be approved by Municipal manager in consultation with the executive Mayor with recommendations by the Director community services.

MONITORING & REVIEW

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

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