



LIBRARY HALLS AND ACTIVITY ROOMS UTILIZATION POLICY

2026/2027

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DEFINITIONS-

After Hours Utilization- means the utilization of the library hall before and after the library's formal open hours.

Applicant- means an official, individual or representatives of a business or organisation.

Booking- means a fully completed form signed by the applicant and approved by the Library Official for either free or paid utilization in the current calendar year.

Business Organisation- means an individual or group of people that collaborate to achieve commercial goals and profit.

Community Organisation- means a public or private non-profit organisation that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs.

Council- means the Municipal Council of the Langeberg Municipality.

Fixture- means immovable objects in the library hall or in the building that can be damaged or forcefully removed.

Furniture - means movable and immovable objects within the library hall for example tables, chairs, white boards and noticeboards.

Kitchen Facilities- means separate kitchen facility linked to the library hall with basic equipment.

Library Hall- means a hall or activity room made available for utilization.

Library Official- means the Librarian-in-charge of a library and/or his/her co-worker(s).

Non-Profit Organisation- means a corporation or an association that conducts business for the benefit of the public without shareholders and without a profit motive. Their goal is not to be successful in terms of wealth, but in terms of giving value to the groups of people they administer to.

Reservation- means a formal, written request by a user to gain access to a specific facility on a specific day/date and at a specific time.

Session Times- means a morning, afternoon or evening session time (applicable only to IDP community engagement meetings at a library hall and not activity rooms) not exceeding 4 hours.

User- means the person or organisation hiring the Library Hall or activity room.

1.PURPOSE

For Community, Non-Profit Organizations, Businesses and National and Provincial Departments, after-hour utilization is only applicable to Municipal Councillors and Officials only.

2. BACKGROUND

2.1 There has been no clear policy as to whom and for what activities library halls and activity rooms may be hired. This has led to inconsistent decision-making at times, as well as disagreements from individuals and groups wishing to make utilization of the library halls and activity rooms.

2.2 In addition, this lack of clear policy directive results in library halls and activity rooms not being optimally utilized or managed.

2.3 The Libraries Department hires out library hall(s) spaces and activity room(s) available in some public libraries or, subject to certain conditions, make the halls and activity rooms available for utilization free of charge.

2.4 The libraries aim to support organizations, community groups, and individuals in providing projects, programs, events and activities for the benefit of the local community. Business organizations can also hire the library halls and activity rooms for a fee as prescribed in Council's approved tariffs.

3. DESIRED OUTCOMES

3.1 The overarching outcome of this policy is to facilitate and guide staff in the hiring of library halls to the local public and community sector in a fair, consistent and transparent way.

3.2 The main objectives of this policy are to:

- (a) Stipulate the process to follow and the requirements applicable to the public for the hiring of library halls; and
- (b) Ensure consistent decision-making around access to and utilisation of library halls across all libraries.

4. STRATEGIC INTENT

The policy seeks to align with several overarching strategy documents that inform the Municipality's priorities.

5. STRATEGIC DIRECTION OF COUNCIL

5.1 Vision

To create a safe and healthy environment for delivering sustainable quality services.

5.2 Mission

An efficient and cost-effective municipality for good governance, sustainable services, safe and secure environment, sound financial management and a conducive environment for local economic development.

5.3 Strategic Objectives

1. Ensure efficient administration for good governance.
2. Provide infrastructure for sustainable and affordable basic services.
3. Promote a safe and secure environment.
4. Promote and facilitate investment and local economic development.
5. Provide sustainable financial management.

5.4 SO1

Creating an environment and forging partnerships that ensure social and economic development of all communities, including the empowerment of the poor in the Cape Winelands District.

5.5 Provincial Strategic Objectives

- 5.5.1. Creating a conducive environment for trade and investment, promoting wealth creation, and ensuring equitable distribution of resources.
- 5.5.2. Investing in infrastructure to support economic growth and improve living conditions.
- 5.5.3. Addressing issues like poverty, unemployment, and inequality through social programs and interventions.
- 5.5.4. Improving education and training to enhance the skills and capabilities of the workforce.
- 5.5.5. Ensuring access to quality healthcare and addressing health challenges within the province.
- 5.5.6. Promoting sustainable utilization of natural resources and addressing environmental concerns.
- 5.5.7. Supporting municipalities in their efforts to deliver services and address local issues.
- 5.5.8. Focusing on building a competent, ethical, and responsive government.

5.6 National Strategic Objectives

- 5.4.1 This includes objectives like creating jobs, promoting sustainable economic development, and fostering innovation.
- 5.4.2 This encompasses goals related to poverty reduction, improving healthcare access, enhancing education and skills development, and promoting social cohesion.
- Objectives in this area aim to protect the environment, use natural resources efficiently, and address climate change.
- 5.4.4 This involves safeguarding the nation's interests, ensuring national defence, and maintaining peace and stability.
- This includes objectives related to improving public health, combating diseases, and promoting access to quality healthcare.
- 5.4.6 Objectives aim to improve access to quality education, enhance skills development, and promote lifelong learning.
- This includes objectives related to building a more accountable and efficient government, improving public service delivery, and promoting transparency.

6. PARAMETERS

- 6.1 This policy is limited to the management of these facilities that are incorporated as part of a library services and does not extend to the Community Facilities department.
- 6.2 This policy is applicable to each library that has a library hall or activity room, which are made available to the public, local community and business for utilization. (Refer to Annexure A for a list of libraries with halls or activity rooms)

6.3 The library hall is primarily for activities organised and presented by library staff, municipality, community organizations and businesses.

6.4 Library halls or activity rooms are not meant to facilitate social events and are therefore not to be utilized for social, religious or political events. For example, celebrations of birthdays, weddings, political meetings and rallies or religious gatherings such as church services.

6.5 Separate kitchen facilities, where applicable, are available for utilization. (Refer to Annexure A for a list of libraries that have basic kitchen facilities available at their halls)

6.6 After hours utilization is only applicable to Municipality or library book clubs' meetings, in consideration of the required safety and security criteria. (Refer to Annexure A for a list of libraries with after hour utilization)

6.7 Annexures referred to in 6.2, 6.5, and 6.6 will be amended from time to time as library facilities are upgraded. The Manager: Libraries is delegated to amend these Annexures as required.

7. ROLE-PLAYERS AND STAKEHOLDERS

7.1 Libraries

(a) Where libraries have the relevant facilities and services available for utilization the library officials are responsible for managing the utilization and hiring out of the identified facilities.

7.2 Community Organisations/Non-Profit Organizations

(a) Organisations that may utilize library halls and activity rooms without payment in support of community activities.

7.3 Businesses

(a) Businesses may utilize library halls or activity rooms for a specified fee as prescribed in Council's approved tariffs.

7.4 Western Cape Government: Department of Cultural Affairs & Sport

(a) All libraries are affiliated to the Western Cape Provincial Library Services.

7.5 National and Provincial Departments

a) National and Provincial Departments can often utilize halls, facilities, and spaces within municipalities for free or at a reduced rate, particularly for specific events or purposes.

7.6 Councillors

(a) Councillors may utilize library halls free of charge at least twice in a month for feedback purposes, as per the Free Use Application for Councillors Booking request approval via the Director: Community Services.

8. REGULATORY CONTEXT

8.1 Constitution of the Republic of South Africa

(a) In terms of Schedule 5A of The Constitution of the Republic of South Africa, libraries other than national libraries are a functional area of exclusive provincial legislative competence.

(b) In terms of Clause 156 (4) national and provincial governments must assign to a municipality, by agreement and subject to any conditions, the administration of a matter listed in Schedule 5A which necessarily relates to local government if that matter would most effectively be administered locally, and the municipality has the capacity to administer it.

8.2 Municipal Systems Act No. 32 of 2000

The Municipal Systems Act regulates the process of assigning powers and functions to local government. This is important to ensure that municipalities receive adequate funding to fulfil assigned powers and functions. It also helps to ensure that the three spheres of government work in a co-ordinated way.

8.3 Municipal Financial Management Act No. 5 of 2000 and Regulations

8.3.1 To Secure sound sustainable management of the financial affairs of municipalities and other institutions in the local sphere of government

8.3.2 To establish treasury norms and standards for the local sphere of government and

8.3.3 Provide for matters connected therewith

8.3.4 To secure sound and sustainable management of the financial affairs of municipalities and other institutions in the local sphere of government

9. POLICY DIRECTIVE DETAIL

The approval of utilization of Langeberg Municipality library halls and activity rooms facilities will be subject to:

9.1 Library halls/activity rooms are to be utilized for social, religious or political meetings and not events.

9.2 Library halls/activity rooms are designated for educational, cultural, and community development purposes. They must not be utilized for private celebrations, parties, or religious services of any kind.

9.3 The conditions of utilization as determined by the Langeberg Municipality's Libraries Department be met (Refer to Annexure B for the Terms and Conditions of Utilization);

9.4 Requests for bookings shall be dealt with in the order received on a weekly renewal basis where applicable, no block bookings are permitted.

10. VENUE UTILIZATION

10.1 Utilization of the hall or activity room shall be free of charge under the following circumstances:

(a) Events which Municipal Directorates/Departments, including libraries services, initiatives for official purposes.

(b) Community Organisations, Non-Profit Organizations and or individuals using it for community or cultural events; and

(c) Councillors are allowed at least two free meetings per month for feedback purposes.

10.2 Utilization of the hall must be paid for when it is used for:

(a) Business or commercial purposes; or

(b) By non-profit organisations who charge any members of the community during the occupation of the library hall. Utilization will be charged as a business organisation.

11. PURPOSE OF UTILIZATION

11.1 The premises shall be utilized exclusively for the purpose as set out in policy.

11.2 In the event of the user deviating from this, the library official(s) shall have the right to cancel any subsequent bookings already made.

11.3 If, prior to the hall/activity room being utilized, it becomes apparent that the user has made a false declaration on the booking concerning the purpose for which the premise will be utilized, the library official(s) shall have the right to cancel the booking and disallow any bookings thereafter. If it only becomes apparent once the hall is being used the library official(s) shall have the right to disallow any bookings thereafter.

12. BOOKING TARIFFS

12.1 Tariffs will be fixed by the Municipality, and the tariffs are applicable from 1 July to 30 June annually, where after the tariffs may change in the new budget year.

12.2 Daily bookings tariffs will be charged per session.

12.3 Sessions will be divided into morning and afternoon or evening sessions depending on the opening hours of the library.

12.4 A session will be no longer than 4 hours at a time.

13. CANCELLATIONS

13.1 Cancellations must be done 24 hours before the date of the event or meeting.

13.2 Payment will be refunded, where applicable, upon request and subject to the relevant refund process being completed.

13.3 The financial procedures for the Langeberg Municipality will apply when refunds are processed. No card payments will be made at the libraries.

13.4 No block bookings – if the user requests to utilize the facilities on two consecutive sessions, this can be allowed but all future bookings will be renewed weekly.

13.5 The Manager: Libraries reserves the right to cancel bookings when dictated by circumstances.

14. CHANGES IN BOOKING DATES

Changes can be requested at least 24 hours before the date of the event or meeting to the library staff or Manager: Libraries to be contacted by email or telephone.

15. SETTING UP OF THE VENUE

14.1 All preparations, setting up, the actual activity and cleaning of the hall, activity room and kitchen where applicable shall be performed within the reserved booking time, not before or after booking time.

14.2 The user shall be responsible for leaving the venue and premises as found, neat and tidy.

16. RESERVATIONS AND BOOKINGS

16.1 Reservations may be made in person at the applicable library or via e-mail to the Manager: Libraries or telephone on a first come, first served basis based on the availability of date(s) requested.

16.2 Bookings will only be confirmed once the relevant booking has been duly completed by the applicant wishing to use the hall or activity room and authorised by the library official. In instances where payment is required confirmation of payment must be done before occupying the venue, all payments to be receipted, no card payments at libraries.

16.3 A series of block bookings of two consecutive days may be requested, and payments can be done according to the Municipality's approved tariffs of the current budget year.

16.4 The library official reserves the right to make scheduling adjustments to promote use by as many different individuals, organisations or Municipal officials as possible.

17. TIMES

Requested amendment by Portfolio Committee meeting proposed -

17.1 The library halls/activity rooms may be used during the normal operating hours from Mondays to Fridays and for evening Council feedback meetings arranged prior with the Director: Community Services.

17.2 After-hours use of library facilities is subject to prior approval and may be restricted due to budgetary constraints:

(i) Overtime pay for weekends and public holidays is not covered by the library grants, and therefore staff cannot be made available during these times.

(ii) No additional provision is made for cleaning materials or basic toiletries outside normal operating hours.

(iii) Transport is not available to ferry staff after hours.

17.3 Municipal officials can reserve library halls and activity rooms for after-hours use if the libraries adhere to the library safety and security standards outlined in the service conditions. The fundamental safety requirements are listed below. For libraries that are open after hours, see Annexure A.

- (i) The hall must have a separate entrance from the library.
- (ii) All library equipment and material must be stored safely out of reach of hall users.
- (iii) No direct access must be possible to the library from the hall after hours; a library official must be available to ensure such.
- (iv) The halls must have a clear and safe evacuation route to the assembly point without passing through the library itself.

17.3 The correct library closing procedure for after-hours utilization must be followed to ensure continued utilization of the library hall.

17.4 The user must ensure that all activities are concluded within the scheduled session time.

17.5 No library resources (electrical leads, adapters, stationery, cleaning materials supplies, computers, telephone, printing or photocopying service) may be utilized for booking activities by individuals, businesses or organisations.

17.6 If the user repeatedly does not adhere to the scheduled session times, the library official may do the following:

(a) Free Bookings: Restrict or deny future library hall utilization if a session does not conclude within 30 minutes after booked scheduled times.

(b) Paid Bookings: Charge a second session or restrict future utilization if a session does not conclude within 30 minutes after booked scheduled times.

18. SUPERVISION AND CONTROL

18.1 It is the user(s) responsibility to ensure that proper order is maintained at the library hall for the duration of the booking and to ensure acceptable behaviour in respect of all persons entering or using the hall or activity room during such period.

18.2 Additionally, the user is accountable for taking all reasonable precautions to safeguard the property from harm from anybody and must comply with Municipal Law Enforcement organizations' orders in this regard, as well as the instructions given by the library official in charge.

18.3 The user shall ensure that sound equipment is used in such a manner that it does not interfere with the ordinary comfort, convenience, peace and quiet of the library users or neighbouring properties.

18.4 The utilization of the halls may not disrupt normal library operations or the utilization of the library by others.

19. HOUSEKEEPING

19.1 No refreshments are included in the hiring of the kitchen and must be supplied by the user.

19.2 After the event the user shall be responsible for cleaning the premises and leaving it in the same condition in which the premises were originally in.

19.3 All cleaning and reinstatement shall be performed within the reserved booking time.

19.4 All furniture, fittings, decorations and other articles brought in by the user shall be removed by the user within the reserved booking time.

19.5 Posters or other decorations may only be put up in designated areas as per library official's determination.

20. FURNITURE AND EQUIPMENT

20.1 Users of the hall or activity room are responsible for arranging chairs and tables and setting up any equipment prior to their meeting and returning everything to their original position after utilization of the venue.

20.2 Extreme care must be taken in moving and positioning furniture and any equipment in order that no damage occurs.

20.3 The user will be held liable for any damages incurred resulting from the improper utilization of furniture and library equipment.

21. AUDIO-VISUAL EQUIPMENT

All equipment brought in by the user(s) must adhere to the standard safety regulations.

22. LOCK UP PROCEDURE FOR AFTER HOUR UTILIZATION

22.1 When a library hall is booked after normal library hours, the library lock-up procedures must be adhered to.

22.2 Locking procedures include the following:

22.2.1 The locking and closing of all doors, gates and windows in the hall and foyer.

22.2.2 Turning off lights and air-conditioning units.

22.2.3 Turning off kettles, urns, microwave ovens and other library electrical equipment utilized.

22.2.4 Activating the security alarm.

23. HEALTH, SAFETY AND SECURITY

23.1 The persons using the hall or activity room does so at their own risk.

23.2 The Municipality is not responsible for any injury to persons or loss of property incurred either while the hall or activity room is utilized, or on entering or leaving the building.

23.3 The person(s) occupying the hall or activity room shall ensure that no damage whatsoever is caused to Municipal property, or assets whether movable or immovable. The user will be held responsible for any losses or damages resulting from the utilization of the hall(s) or activity room(s).

23.4 The Municipality reserves the right of inspection at any time by library officials appointed by the Manager: Libraries.

23.5 Hiring of any venue shall be in accordance with the provisions of the:

a) Occupational Health and Safety Act 1993 (Act 85 of 1993).

b) Criminal Procedure Act, 1977 (Act 51 of 1977).

c) Municipal Policies; and

d) All By-laws of the Langeberg Municipality.

23.6 It is the user's responsibility to ensure that no more than the maximum number of people are allowed in the library hall or activity at any one time (Refer to Annexure A; Maximum Capacity).

23.7 The user shall not allow any person(s) to hang around in the library's passageways, aisles or doorways of the venue. Furthermore, he/she shall not allow any furniture or other moveable objects to obstruct any emergency exits.

24. NON-COMPLIANCE WITH THE TERMS AND CONDITIONS OF UTILIZATION POLICY

This may result in the person(s) or organisations being refused any future utilization of the Langeberg Municipality libraries venues.

25. IMPLEMENTATION PROGRAMME

This policy shall be applicable from the 01st of July 2026.

26. MONITORING, EVALUATION AND REVIEW

26.1 The aim of this policy is to provide for consistent decision-making around access to library halls and activity rooms and hence the monitoring of the effectiveness of this policy shall include –

- (a) Utilization and tariffs; and
- (b) Complaints in respect of utilization.

26.2 The evaluation of the effectiveness of this policy shall be done annually through:

- (a) Library Management Team (LMT) meetings with Senior Library Assistants (supervisors); and
- (b) Consideration of any common complaints received from users.

26.3 This policy shall be reviewed annually or when necessary.

26.4 Policy to be effective from 01st July 2026.

27. ANNEXURES

27.1 **ANNEXURE A** - List of Libraries with Halls/Activity Rooms/Study Room, Kitchen and After-Hours Utilization (Library Officials' Discretion)

Library	Hall/ Activity Room/ Study Room	Maximum Capacity	Kitchen for hire
Ashbury	Hall	90-100	Yes
Ashton	Activity Room	60	Yes
Bonnievale	Activity Room	60	Yes
Happy Valley	Hall	80-90	Yes
Klaasvoogds	No	-	-
Le Chasseur	No	-	-
McGregor	No	-	-
Middelrivier	No	-	-
Montagu	No	-	-
Mountain View	Activity Room	50-60	-
Nkqubela	Activity Room	40-50	Yes
Robertson	No	-	-
Sunnyside	Activity Room	40-50	Yes
Wakkerstroom-Wes	No	-	-
Zolani	Study Room	10-15	-

27.2 **ANNEXURE B** - Library Venues Terms and Conditions of Utilization

Utilization is subject to a booking confirmation. Persons attending meetings in the hall or activity room are subject to the utilization policy. The hiring of the hall, activity room and kitchen where applicable, does not include the utilization of the following: electrical leads, adapters, stationery, cleaning materials and supplies, computers, telephone printing or photocopying service.

27.3 ANNEXURE C

27.3.1 Ashbury Library Hall



27.3.2 Happy Valley Library Hall



27.3.3 Nkqubela Library Activity Room

