DR AB XUMA LOCAL MUNICIPALITY

UTILISATION OF COMMUNITY HALL POLICY

2026/27

1. Purpose

DR AB XUMA Local Municipality seeks to provide for standard procedures and guidelines to be followed for the leasing/hiring of community halls owned by the municipality.

The need for the Policy is derived from Chapter 8 Section 63 of the Municipality Finance Management Act 56 of 2003 that details management; safeguarding and Maintenance of municipal assets.

This policy serves to regulate the application procedure for leasing/hiring the community halls and to provide for matter connected therewith.

Be it ENACTED by the Council of DR AB XUMA Local Municipality, as policy on the utilization of Municipal Community Halls.

2. DEFINITIONS

Community Municipal Halls – this refers to all the community halls that are under DR AB XUMA Municipality, whether the funding for their construction was obtained from Christ Hani District Municipality or a donor. This is used interchangeable with the word halls throughout the policy

Council – means the DR AB XUMA Local Municipality, and includes an office duly empowered by the municipality to exercise or perform the powers, functions and duties of the municipality under the policy.

User – this refers to any person or group of people that has booked/hired/leased a municipal hall at a given time.

Authorized Official – means the Council employee who has been assigned the responsibility for attending to any matter dealing with the community halls.

Internal Stakeholders – this refers to the councillors and official of the municipality including organised labour.

External Stakeholders – this refers to the members of the community of DR AB XUMA, business community, faith organisations, non-governmental and non-profit organisations, national and provincial government departments, other municipalities and any other person or group of person who have a stake and/or interest in the municipality and its business.

Tariffs or Tariff Structure – the fee structure of as determined and approved by the DR AB XUMA Municipality for taxes, leaves, etc.

3. **Office Hours** – means the Council's official working hours on Monday to Friday.

4. Policy objectives

The objective of the policy is to provide uniform guideline on the utilization of municipal community halls by the internal and external stakeholders of the municipality.

5. Scope of the Policy

This policy applies to all the internal (councillors and staff) and external (community, government department, etc.) stakeholders of the municipality.

6. IMPLICATION OF THE POLICY

The policy intended to lesson any complain that may arise as the result of the condition of the hall, booking processes, etc. and as well to ensure clear guideline where there are concerned.

6.1 Hours of Using the Halls

The halls shall be used from 06H00 to 18H00 and 19H00 to 07H00, any booking after the mentioned times must be charged the normal rate including other hours in line with tariff structure.

The approval for usage of the hall over weekends shall be obtained a week prior the date of the event;

6.2 Delegations

The operational management and monitoring or the implementation of this policy is the responsibility of the Municipal Manager through the directorate of Community Services;

6.3 Budgeting

The Directorate of Community Services shall provide a budget for the day to day maintenance including keeping the hall and facilities clean; and

The Directorate of Infrastructure Development and planning shall provide budget for the maintenance and repairs, including lighting, painting, repairs to structure, etc.

6.4 Conditions for Use of the Halls

The Municipal Community Halls shall be utilised only on the following conditions:

Municipal Halls shall be used until midnight (00:00), any booking after midnight must be charged at normal rate including other hours in line with tariff structure

Payment of a refundable deposit together with the booking tariff prior utilisation of the hall and in line with the Tariff Structure of the Municipality.

6.5 Refundable Deposit of the hall Use

A deposit made for the utilisation of the municipal halls shall be refundable only:

If no damage or loss has been made as a result of the event booking for the hall

When the user or the hall submits a claim for the refund after verification has been done by the municipality;

Should there be damage or loss on the part of the municipality:

The whole refundable amount shall be kept by the municipality no matter how small the damage is; and

Should the deposit not be sufficient to cover the damage or loss the municipality shall recover the amount from the person who had booked the hall.

6.6 Free Use of the Hall

Free use of a municipal community hall shall be granted by the municipality only on condition that such approval has been pre-approved by the Municipal Manager,

The body /institution requesting free use is a non-governmental or non-profit making body, Community Based Organizations and internal Users

The use of the hall shall benefit the community of the DR AB XUMA Local Municipality.

6.7 Hall Furniture and facilities

The municipal hall shall be rented as it is with the available furniture;

The user is permitted to bring in his/her own furniture (tables and chairs, etc.) should that of the municipal not being adequate;

The municipal must not be held accountable for any damage or loss of such additional possession.

7. MANAGING THE PROCESS

7.1 Process description

Application Procedure

Application for the use of hall may be booked at the municipal revenue offices

Applications for hiring of a community hall shall be dealt with only during Office hours.

The completed application form must be accompanied by:

Names, addresses, phone numbers of the people who are booking the hall;

Any application fee including the refundable deposit, which must be payable at the Revenue Office.

All monies payable to the municipality must be backed by RECEIPTS which the payer must always ensure that he/she gets on tendering any fees at the cashiers

The use of any of the municipal halls shall be approved by the Municipal Manager or authorized official reserves the right to reject any and all application INDEMNIFICATION: The Council shall not be liable for loss or damage the lessee may incur as a consequence of any defect or neglect caused or arising in any way from the hired hall.

NOISE CONTROL: The lessee shall ensure that any loudspeaker or other device for the production or amplification of sound used is used in such a manner or for such time or in such circumstances that the sound is not audible beyond the boundaries of such premises.

7.2 Rules of Use

The Council may refuse to let the community hall, or may cancel any agreement thereof if the community hall is required for other purposes which in the opinion of the Council, should take precedence.

The business of the municipality (council & committee meetings, workshops, etc) shall have priority over all other uses;

In the events that the municipal hall has been booked and a business of council has to take place, a 24-hour notice shall be attempted to be given to the person who had made the booking notifying them of such an event;

The Municipal Manager or authorized official shall have the authority to enforce the rules for the use of the municipal community hall;

The Council may refuse to let the community hall for any gathering if there is any danger or damage resulting at such gathering to the building or its furniture

Should any person be deemed to be in violation of the rules of the use during the event the Municipal Manager or his delegate have the authority to immediately discontinue the use of the hall

Each user shall designate a principal contact person for purposes of coordination and all communications in writing or otherwise, special use requirements, etc shall be the responsibility of the principal contact person

Smoking is prohibited in all areas in the municipal hall

Use of alcohol beverages is not permitted

All facilities are to be left in a clean, undamaged condition

The Municipal Manager or his/her delegate have a right to make exceptions on the provisions of these rules

Copies of the rules shall be made available to the user when they book the hall

No community member under any circumstance shall receive the payment for the use of Community halls, payments should be only done in revenue offices.

Changing of locks and padlocks of community halls remains the responsibility of the Municipality not of any community member unless authorised to do so by the Municipality in writing.

8. PRE AND POST INSPECTION OF COMMUNITY HALL

Pre-hall inspection shall be done by an official on duty and the hirer before the usage of the hall by the hirer.

Post-hall inspection shall be done by an official in duty and the hirer after the usage of the hall by the hirer.

9. APPROVAL OF THE POLICY

The approval of this policy rests with the DR AB XUMA Council on the recommendations of the Executive Mayor.

10. IMPLEMENTATION OF THE POLICY

The policy must be communicated throughout the municipality by means of fliers and circulate. It must as well be posted on the municipal Website for purposes for ease of accessibility by users;

The policy must be signed-off by the Executive Moyer and the Municipal Manager as a commitment to its implementation and thereto;

Successful implementation of this policy must be evidenced by motivated and productive workforce resulting in improved individual and directorate performance;

11. POLICY AUDIT

Audits must be conducted on the policy annually to its impact in achieving the objective it is set out to achieve as well as alignment to the process.

12. VIOLATION AND ENFORCEMENT

The violation of this policy may lead to disciplinary processes taken against the offender.

13. ADOPTION OF POLICY BY DR AB XUMA MUNICIPAL COUNCIL

This policy is adopted and approved by the full Council of DR AB XUMA Local Municipality for implementation.

14. POLICY ADOPTION

The accounting officer must be the accountable custodian of the Utilization of Community Halls policy and must ensure that this policy is submitted to the council for

15. POLICY REVIEW

This policy must be reviewed at least annually to ensure that it is adaptable to operational changes and it is aligned with the legislative environment.

When deemed necessary on ad hoc basis, the Accounting Officer must submit proposals of amendments of the policy to the Council for consideration and adoption.

SIGNATURES

MR K.L MULAUDZI — **DATE** 29/05/2026

MUNICIPAL MANAGER

ADOPTED BY THE COUNCIL OF DR AB XUMA LOCAL MUNICIPALITY

CLLR S ZANGQA — **DATE** 29/05/2026

HONOURABLE MAYOR

RESOLUTION NUMBER : 11/29/05/2026