



**FREE USE OF COMMUNITY SERVICES FACILITIES
POLICY**

DRAFT REVIEW

CONSIDERATION FOR APPROVAL

EFFECTIVE 1 JULY 2023

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.

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Definitions

Community facilities are public places where members of a community gather for recreational, sport, educational, artistic, social or cultural activities

Community halls are public locations where members of a community tend to gather for group activities, social support, public information, and other purposes

CBO means Community-Based Organizations

Hiking trails means a specially designated route for hikers to use

IDP means Integrated Development Planning

Municipality means Langeberg municipality

Nature reserve an area of land that is protected and managed in order to preserve a particular type of habitat and its flora and fauna which are often rare or endangered

NGO means community-based organizations

NPO means Nonprofit organizations

Recreational facilities mean a public facility for recreation i.e., swimming pool, picnic areas etc.

Sport facilities means enclosed areas of sports pavilions and stadiums

1. 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.

2. Community facilities

That recognition be given to registered community-based organizations (CBO's) community-based 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.

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

2.1 The organizations mentioned in paragraph 1 will not have to pay deposits for the use of the halls ,sport and nature reserves facilities.

2.2 That the facilities be locked and unlocked by a municipal official who must identify damages.

2.2.1.1 That should any damages occur, the organization be held responsible for the damages and their private use of the halls be reconsidered.

2.2.1.2 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 **subject to availability**.

2.2.1.3 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.

2.2.1.4 Community facilities department should request ward councilor for comments and recommendation of the application.

2.2.1.5 Free use of facilities will not be considered for political aims or parties.

2.2.1.6 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.

2.3 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.

2.4 Request for Ward Committee and special meetings by councilors be referred to the speaker for approval.

- 2.5 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).
- 2.6 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
- 2.7 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.

3. Nature reserves

- 3.1 That recognition be given to registered community-based organizations (CBO's) community-based organizations (NGO's), Nonprofit organizations (NPOs) that are operational in Langeberg Municipal jurisdiction area for the free use of demarcated areas in the nature reserves such as hiking trails be made available 4x per year for education and training, subject to availability
- 3.2 No free use will be granted for leisure purposes
- 3.3 No individuals will be granted free use
- 3.4 Only the areas identified by the municipality will be granted for free use
- 3.5 All applications must comply with NEMBA (National Environmental Management: Biodiversity Act 10 of 2004)
- 3.6 Free use application must be made at least 14 days prior
- 3.7 Request for free use of facilities by the District Municipality, Schools residing within Langeberg Municipal jurisdiction or certain State Departments will be handled on merit, based on the community value of the request
- 3.8 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

Departments community facilities and parks and amenities monitors the use of facilities and nature reserves, and will provide monthly report to the Director Community services

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