

“The City of Heritage”



COMMUNITY FACILITIES BY-LAWS

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The Council of Ulundi Municipality hereby, in terms of sections 11-13 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), publishes the Community Facilities By-laws for the Ulundi Local Municipality, as set out hereunder.

1. Definitions

These by-laws apply to the utilization of the community facilities at Ulundi Municipality

“Authorized Official”	shall mean an official of the Municipality who is authorized to manage or assist in the management of a community facility.
“Facilities”	shall mean any outdoor or indoor facility which is vested in or controlled by the Municipality and to which the public have access, and includes without limiting the generality of this definition- a) A hall, a sports ground, a park, a botanic or zoological garden, pleasure resort, nature reserve, hiking trail, swimming pool or library. b) Any building situated within a public amenity.
“Council”	shall mean the Municipal Council of Ulundi Municipality.
“Function and Events”	shall mean any activity taking place at the hall as approved through the book process.
“Deposit”	Shall mean an amount that is refundable after an event should the hirer abide by the conditions stipulated in the booking form.

2. Prohibited Conduct

2.1 Personal Behaviour

- 1) No person shall drive/park in the facilities other than designated parking area/roads.
- 2) No person shall cut, uproot, debark, or collect any plant in the facilities.
- 3) No person shall work, scribble, deface or through the use of spray, paint/write on the building or wall in the facilities.
- 4) No person shall burn, damage, tear or remove any item from the facilities.
- 5) No person shall participate in or arrange any demonstration within boundaries of the facilities without written consent of the Municipality.
- 6) No person shall interfere with Municipal officials in the execution of their duties in the facilities.
- 7) No person shall interfere or tamper with any service or installation in the facilities.
- 8) No person shall place any advert without prior permission by the Municipality.
- 9) No adult shall use equipment meant for children
- 10) No person shall fire any projectile, firecrackers including the use of firearms within the facilities.
- 11) No person/organization is authorized to charge hawkers for trading within or outside the premises.

3. Other Prohibitions

- 1) Anything which endangers or is likely to endanger another person is prohibited.
- 2) Anything which constitutes a nuisance or interferes with another person in the proper enjoyment of the community facility is prohibited.
- 3) Usage of profane, indecent or improper language is prohibited.
- 4) Consuming of alcohol, intoxicating substance or to be intoxicated whilst in the community facility is prohibited.
- 5) Usage, intrusion upon, or attempt to intrude upon any toilet, urinary or other place of convenience provided for the opposite sex is prohibited.
- 6) Entering of any part of a community facility determined by the Municipality and indicated by notice to be closed to the public is prohibited.
- 7) No animal are permitted in the facilities without the written consent of the Municipality.
- 8) No hawkers/vendors shall be allowed inside or outside the premises without written consent from the Municipality.
- 9) Speed limit within facilities shall be 10km/h.
10. Illegal dumping of litter is prohibited.
11. No alcohol is allowed on the premises without written approval from the Municipality.

4. Entrance to Community Facilities

4.1 Opening and closing times for each facility

A community facility shall be opened to the public during times determined by the Municipality and indicated by notice.

- 1) No person shall enter or be present in a community facility other than during the opening times determined by the Municipality.
- 2) Library shall close at the following times :
 - a) Weekdays 07h30 to 18h00
 - b) Saturdays 08h00 to 12h00
- 3) All other facilities shall open and close at the following times:
 - a) Weekdays 07h30 to 23h00
 - b) Saturdays 08h00 to 24h00

5. Entrance Fees

- 1) The Municipality may determine entrance fees to a community facility.
- 2) No person shall enter a community facility unless he/she has paid the booking/ entrance fee determined by the Municipality.
- 3) The Municipality may suspend the payment of a booking / entrance fees on any specific day/s as it deems feet.
- 4) Payment of fees for the utilization of the facilities shall be made to the Municipality as stipulated in the schedule of tariffs and the receipt shall be issued after the booking of the facilities has been made.

6. Entrance and Exit

Access to the facility shall only be through the gates provided.

7. Bookings and Utilization of Community Facilities

- 1) Booking of the facilities shall be made at least three days before the event.
- 2) The Municipality or it designated officer may refuse permission to utilize the facilities, if insufficient time is available to make arrangements for the facilities to be available.
- 3) Authority to utilize the facility is not transferable and the fixed costs are not refundable.
- 4) The hirer shall abide by the condition stipulated in the booking form to be issued at the time of booking (Annexure A)
- 5) The Municipality reserves the right of admission and cancelling and/or approval of booking for the utilization of the facilities.
- 6) The Municipality shall not be liable for any damage, loss /theft or injuries to individual and/or their property.
- 7) The Municipal Manager or the delegated official has discretionary powers to either refuse or cancel any booking where in his or her opinion there is a possibility of unruly and uncivil conduct that are repugnant to good ethics, civil order, morality and unacceptable societal behavior in the use of community facilities.
- 8) The facilities cannot be booked on a permanent or long-term basis, to enable a wide utilization of the facility.
- 9) The hirer is responsible to ensure that noise and disturbance levels are limited with respect to the residential properties close to the hall.
- 10) The applicant is responsible to prevent any unauthorized access to the premises.
- 11) The user must make sure that all-electrical apparatus used comply with safety standard and that it does not present a safety hazard to anyone.

8. Penalties

Any person who:

- 1) contravenes or fails to comply with any provisions of these by-laws, or
- 2) fails to comply with any notice issued in terms of these by-laws, or
- 3) fails to comply with any lawful instruction given in terms of these by-laws, or
- 4) who obstructs or hinders any authorized official or employee of the Municipality in the execution of his or her duties under these by-laws, is guilty of an offence and liable on conviction to a fine not exceeding **R2000.00** or in default of payment to imprisonment for a period not exceeding three (3) months.

9. Schedule of Tariffs

The following rates will be payable to the Municipality. (All rates are VAT included).

Functions or Events	Day	Deposit (Refundable)
1) Functions /events where no entry fees are paid	R67.84	R337.08
2) Functions/events where entrance fees are paid.	R112.36	R449.44
3) Sport development project-Council	<ul style="list-style-type: none"> ▪ R 19.22 per game during the day ▪ R56.00 per game at night ▪ R224.72 per tournaments 	R224.08
4) Continuous training & sport and Recreation development sessions by Local Sport and Recreation Association of which the duration is one month or longer. Examinations	R5.3 per hour at maximum of 3 days per week at 1 hour per day R 318. per day	R337.08 (monitored on monthly basis) Not Applicable
5) Memorial and Funeral Services <ul style="list-style-type: none"> ▪ Adult Grave ▪ Child Grave 	R112.36 R153.70 R115.29	R224.72 N/A N/A

NB: Tariffs are subject to change annually as determined by Council from time to time and shall be placed at convenient and accessible public places.

ANNEXURE A

Reference Number : 1/3/3/1/1
 Enquiries : Senior Admin Officer- Customer Care
 Telephone Number : 035-874 5107

APPLICATION TO UTILISE A MUNICIPAL COMMUNITY FACILITY

The Municipal Manager
 Ulundi Municipality
 Private Bag x17
ULUNDI
 3838

Name of Applicant:.....

Identity number.....

Tel. No.....**Cell**

Organizations / Residential Address.....

Postal Address.....

Time: From.....**To**.....

Purpose.....

SELECTION OF THE FACILITY NEEDED (tick)

- Multi Purpose Hall
- B -South Hall
- Unit A-Hall
- Nhlamvuziyashisa Hall
- Mpungamhlophe Hall
- Ulundi Regional Stadium

UNDERTAKING BY APPLICANT

I undertake to:

1. Leave the facility in a clean, tidy and sanitary condition.
2. Remove any equipment brought therein by me or on my behalf during the course of the hire.
3. Replace and re-arrange any equipment or fitting part of the normal equipment of the facility and remove there from or displayed by me during the course of the hire.
4. Make good any damage to the facility or the fixture/s, equipment or fence/s there in affected during the hire to the satisfaction of the Council
5. Complete all removals, replacements and re-arrangements of equipment and cleaning of the facility before 08h00 on the morning following the termination of the hire.
6. Hold myself responsible for the good conduct and orderliness of all person allowed on the premises during the course of the hire and shall take all reasonable steps to ensure that such persons conduct is good and orderly during such period.
7. Abide by the-law.

SIGNATURE OF APPLICANT **DATE**.....

FOR OFFICE USE ONLY

RECEIPT NO.....

CHARGE:..... **DEPOSIT:**.....

DATE:.....

APPLICATION APPROVED / NOT APPROVED

DATE:.....