

RENTAL POLICY: **OFFICE SPACE**

1. INTRODUCTION

The Municipality may from time to time have empty office space, that may be rented out, depending on the needs of the community, to third parties. All applications received for office space by the Municipality will be dealt with according to this policy.

2. OFFICE SPACE

Office space is any office in one of the Municipality's buildings that may include a store room.

3. PROCEDURE

- (a) Everyone who desire to apply for a office space must apply in writing to the Municipality.
- (b) On receiving the application the relevant department will determine if office space is available.
- (c) The responsible official will then obtain a valuating rental price from the Municipalities valuator and this will be subject to point 4 of the Policy.
- (d) Draft a report to the Management Meeting for a final decision.
- (e) If approved lessee must sign the agreement, as attached to the policy as per **ANNEXURE "A"**.

4. FEES

The Municipal Manager shall set the value for property, taking into consideration point 3(c) of Policy.

5. **BREACH OF CONTRACT**

If the lessee breach any terms of this policy the Council may cancel the agreement without any obligation.

6. **GENERAL CONDITIONS**

- (a) Rental will include water and electricity, but the municipality will have the right where possible and depending the circumstance; install water and electrical meters. The lessee will be responsible for the water and electricity consumed in such cases where meters are installed.
- (b) All space, property, premises of the Municipality must be kept clean and the Lessee must refrain himself/herself or any employees or clients or who ever visit the office from willful or negligent behavior, which may result in damage of property.
- (c) No alcohol or intoxicating drugs may be used on the Municipalities premises.
- (d) All lessors must obey the Municipalities rules, conditions and laws as well as any provincial or national laws.
- (e) The Municipality will in all circumstances have the right to cancel any agreement if the space is needed or if any other valid reason exists, taking into consideration the content of the agreement signed, irrespective of the initial contract period agreed between the parties.
- (f) The hours of business that is necessary for the people who uses the rented building must not be outside the hours of the rented building .
- (g) No noisy type of business that will have an effect on Council's business will be allowed.

7. **GRANTING OF SPACE TO CERTAIN ORGANIZATION.**

The Municipality may grant certain institutions office space free of charge if such institution:

- i. Promotes the interest of the youth,
- ii. Promotes art, culture, sport and recreation,
- iii. Is registered as a welfare organization.