

## RENTING POLICY

### AIM:

This policy is aimed at:

establishing guidelines for the renting out of certain buildings and sports grounds of the school to the community.

### RENTING

- A written application by an organization or individual to use the school buildings or sports grounds should be submitted fourteen days ahead of time to the chairperson of the school governing body (SGB) or to the principal.
- The management committee can also meet to discuss such an application.
- The school governing body should address a written answer to the applicant.
- At renting the applicant should pay a deposit as determined before by the SGB. The deposit is refunded to the hirer if there is no damage.
- The SGB should determine the rental fee annually.

### RENT

#### Buildings

- The governing body can rent out school buildings to raise funds for the school fund account. This money should be deposited into the school's account.  
Refer to the South African Schools Act no. 84 of 1996 20(2).

#### Grounds

- The governing body can rent out school grounds or erect advertisement boards to raise funds for the school fund account. This money should be deposited into the school's account.
- The governing body takes full responsibility for damage that may occur as a result of the renting out of school facilities.

Parking area

- The SGB should ensure there is a proper contract between the school and the hirer, in which it is specified that loss due to damage, including injuries, will be the responsibility of the hirer or the user.
- Should the hirer or user not be able to cover all the damages or losses (after the school has exercised its right to recovery), the governing body should carry the remaining part of the loss itself.
- The governing body should take out insurance on facilities and personal liability in the case of injuries during the use of school facilities.

SUPERVISION

- The school's caretaker should at all times be informed regarding who is renting parts of the school.
- The caretaker should also be responsible for unlocking and locking buildings and gates.
- The caretaker should also check for any breakages caused by hirers and bring it to the attention of the principal as soon as possible.

This policy has been adopted:

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Date

\_\_\_\_\_

Place

PRINCIPAL:

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CHAIRPERSON (SGB):

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SGB MEMBERS:

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