



## CHIVIRIKANI PRIMARY SCHOOL

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# SCHOOL POLICY

## Renting of Premises

**EFFECTIVE DATE:** \_\_\_\_\_

### **REVISION HISTORY:**

As amended on:

11 October 2016 - South African Schools Act no. 84 of 1996 20(2).

### **PURPOSE**

Guidelines for Renting Out Of Buildings and Sports Grounds of the School to the Community.

### **REQUESTS TO RENT**

- A written application should be submitted fourteen days ahead of time, by an organisation or individual to use the school buildings or sports grounds, 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 respond in writing to the applicant.
- On approval by the SGB the applicant should pay a deposit as determined by the SGB. The deposit is refunded to the hirer if there is no damage.
- The SGB should determine the rental fee annually.

## **CHARGES**

### **Buildings**

- The Governing Body can rent out school buildings to raise funds for the school fund.
- These funds should be deposited into the school's account according 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.
- The funds should be deposited into the school's account.
- The Governing Body is responsible for any damage that may arise due to renting out of school facilities.

### **Parking area**

- The SGB should ensure that there is a proper contract between the school and the hirer, in which it specifies that hirer or user will be responsible for loss due to damage, including injuries.
- If the hirer or user is not capable to meet the cost of 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.
- The Governing Body should take out insurance on facilities and personal liability to cover injuries during the use of school facilities.

## **CONTROL**

- The school's caretaker should always be aware of who is renting part of the school.
- It is the responsibility of the caretaker to unlock and lock all buildings and gates.
- The caretaker should also ensure that any damages caused by hirers are brought to the attention of the principal.

