



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

POLICY

LIBRARY HALL USAGE - (POLICY NUMBER 43753)

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City of Cape Town

Library Hall Usage Policy

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DEFINITIONS:

AFTER HOURS USE-	means the use of the library hall before and after the library's formal open hours
APPLICANT-	means an official, individual or representatives of a business or organisation.
BLOCK BOOKINGS-	means a series of bookings requested by an applicant for the current calendar year.
BOOKING-	means a fully completed form signed by the applicant and approved by the Library Official for either free or paid usage in the current calendar year.
BOOKING FORM-	means the form required for the usage of the hall that must be completed before any hall bookings can be confirmed.
BUSINESS ORGANISATION-	means an individual or group of people that collaborate to achieve commercial goals and profit.
CITY-	means the City of Cape Town, a municipality established by the City of Cape Town Establishment Notice No. 479 of 22 September 2000, issued in terms of the Local Government Municipal Structures Act, 1998, or any structure or employee of the City acting in terms of delegated authority.
COMMUNITY ORGANISATION-	means a public or private non-profit organisation that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs.
COUNCIL-	means the Municipal Council of the City.
CULTURAL EVENT-	means artistic or social pursuits or events considered to be valuable or enlightening to a culture or civilization. It may also include activities at the community level aimed at bringing about desired improvement and development in the social well-being of individuals, groups and neighbourhoods.
EQUIPMENT-	means movable and immovable electrical or sound equipment that may be hired separately (where available), e.g. Proxima, TV, DVD player and microphones.
FIXTURE-	means immovable objects in the library hall or in the building that can be damaged or forcefully removed.
FURNITURE-	means movable and immovable objects within the library hall for example tables, chairs, white boards and noticeboards.
KITCHEN FACILITIES-	means separate kitchen facility linked to the library hall with basic equipment.
LIBRARY HALL-	means a hall, committee room, activity room, auditorium, lecture hall, seminar rooms, or community hall at a library, made available for usage.
LIBRARY OFFICIAL-	means the Librarian-in-charge of a library and/or his/her delegate(s)
NON-PROFIT ORGANISATION -	means a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit

motive. Their goal is not to be successful in terms of wealth, but in terms of giving value to the groups of people they administer to.

RESERVATION-

means a formal, written request by a user to gain access to a specific facility on a specific day/date and at a specific time.

SESSION TIMES-

means a morning, afternoon or evening session time, not exceeding 4 hours.

USER-

means the person or organisation hiring the Library Hall

1. PROBLEM STATEMENT

1.1 The library hall is primarily for activities organised and presented by library staff.

1.2 The Library and Information Services Department of the City of Cape Town, however, also hire out library hall space in some public libraries or, subject to certain conditions, make the halls available for use free of charge. The libraries aim to support organisations, community groups, and individuals in providing projects, programmes, events and activities for the benefit of the local community. Business organisations can also hire the hall facilities for a fee as prescribed in Council's approved tariffs.

1.3 There has been no clear policy as to whom and for what activities library halls may be hired. This has led to inconsistent decision-making at times, as well as disagreements from individuals and groups wishing to make use of the halls.

1.4 In addition, this lack of clear policy directive results in halls not being optimally used or managed.

2. DESIRED OUTCOMES

2.1 The overarching outcome of this policy is to facilitate and guide staff in the hiring of library halls to the local public and community sector in a fair, consistent and transparent way.

2.2 The main objectives of this policy are to:

- (a) Stipulate the process to follow and the requirements applicable to the public for the hiring of library halls; and
- (b) Ensure consistent decision-making around access to and utilisation of library halls across all libraries.

3. STRATEGIC INTENT

The Policy seeks to align with a number of overarching strategy documents that inform the City's priorities.

3.1 Integrated Development Plan (IDP)

- (a) One priority area listed the IDP Strategic Focus Area 4, The Inclusive City, has implications for the Policy, namely *"Provide facilities that make citizens feel at home"*: The City has committed to providing and maintaining community facilities in such a way as to minimise capital development and operational costs, and maximise community use, ownership and pride.
- (b) This Policy also aims to enact the objectives of the IDP Strategic Focus Area 5, The Well Run City, as it provides clear and transparent guidelines to create an efficient and productive administration that prioritises delivery.

3.2 Social Development Strategy (SDS)

- (a) This Policy notes the commitment made in the SDS to *"Support the most vulnerable through enhancing access to infrastructure and services"*. The Library Hall Policy aims to establish clear guidelines that will enable access to library facilities by community groups and organisations in a manner that is fair, transparent and equitable.

3.3 City Development Strategy (CDS)

- (a) This Policy contributes towards the following transition identified by the CDS and the Western Cape's OpenCape2040 Agenda:

The Settlement Transition: This transition aims to create neighbourhoods which provide good quality of life to all and are accessible, have good public services and are rich in opportunity. Library Halls provide facilities and spaces to communities in support of the above.

4. PARAMETERS

- 4.1 This policy is limited to the management of those facilities that are incorporated as part of a library facility and does not extend to community halls or other such facilities.
- 4.2 This policy is applicable to each library that has a library hall, committee room, activity room, auditorium, lecture hall, seminar rooms or community halls that are made available to the general public and local community and business for use. (Refer to Annexure A for a list of libraries with halls)
- 4.3 The library hall is primarily for activities organised and presented by library staff.
- 4.4 Library halls or activity rooms and community halls are not designed to facilitate social, (for example celebrations of birthdays, weddings), political (for example rallies) or religious, (for example church services) events and are therefore not for use for social, religious or political events.
- 4.5 Separate kitchen facilities, where applicable, are available for use. (Refer to Annexure A for a list of libraries that have basic kitchen facilities available at their halls)
- 4.6 In certain instances audio-visual equipment is available for hire as per Council's approved tariffs.

- 4.7 After hours usage is only applicable to libraries meeting the required safety and security criteria.
(Refer to Annexure A for a list of libraries with after hour use)
- 4.8 Annexures referred to in 4.2, 4.5, 4.7 and 4.8 will be amended from time to time as library facilities are upgraded. The Director: Library and Information Services is delegated to amend these Annexures as required.

5. ROLE-PLAYERS AND STAKEHOLDERS

5.1 Libraries

- (a) Where libraries have the relevant facilities and services available for use, the library official is responsible for managing the use and hiring out of the identified facilities.

5.2 Community organisations

- (a) Organisations that may utilise library halls without charge in support of community activities.

5.3 Businesses

- (a) Businesses may utilise library halls for a specific fee as prescribed in Council's approved tariffs.

5.4 Western Cape Government: Department of Cultural Affairs & Sport

- (a) All libraries are affiliated to the Western Cape Provincial Library Services.

5.5 Councillors

- (a) Councillors may make use of library halls free of charge twice a month for feedback purposes, subject to the bookings requested and being within the operating hours applicable to the particular library.

6. REGULATORY CONTEXT

6.1 Constitution of the Republic of South Africa

- (a) In terms of Schedule 5A of The Constitution of the Republic of South Africa, libraries other than national libraries are a functional area of exclusive provincial legislative competence.
- (b) In terms of Clause 156 (4) national and provincial governments must assign to a municipality, by agreement and subject to any conditions, the administration of a matter listed in Schedule 5A which necessarily relates to local government if that matter would most effectively be administered locally and the municipality has the capacity to administer it.
- (c) As this is the case, a report was submitted to the Mayoral Committee and per resolution MC28/11/10 the assignment of this function to the City of Cape Town was supported. In the interim, to ensure the continued rendering of public library services to the community in collaboration between the provincial and local governments an Implementation Protocol has been concluded on the 19th of March 2012 (effective from 1 July 2012 to 30 June 2015), in terms

of the Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005), with particular reference to sections 35(1), 35 (2C) and 35 (2d).

6.2 Western Cape Provincial Library Service Ordinance, 1981 (Ordinance 16 of 1981)

As all libraries in the City of Cape Town are affiliated to the Provincial Library Services, the above legislation is applicable. In terms of the Ordinance, Clause 6, a local authority may, with the approval of the Administrator, establish, control, conduct and close libraries.

6.3 Local Authorities Standard Library By-Law, 1990, PN 640 of 1990

In terms of the Standard By-Law approval for the use of the group activities hall shall vest in the local authority, which local authority shall give preference to activities organised and/or presented by the librarian.

7. POLICY DIRECTIVE DETAIL

The approval of use of City of Cape Town Library hall facilities will be subject to:

- 7.1 Library halls not being utilised for social, religious or political events;
- 7.2 The conditions of use as determined by the Library and Information Services Department of the City of Cape Town be met (Refer to Annexure B for the Conditions of Use);
- 7.3 Requests for bookings shall be dealt with in the order received on an annual renewal basis

Usage

- 7.4 Use of the hall shall be free of charge under the following circumstances:
 - (a) Events which Council Departments, including Library and Information Services, initiates for official purposes;
 - (b) Community organisation and or individuals using it for community or cultural events; and
 - (c) Councillors are allowed 2 free meetings per month for feedback purposes.
- 7.5 Use of the hall must be paid for when it is used for:
 - (a) Business or commercial purposes; or
 - (b) By non-profit organisations who charge any members of the community during the occupation of the library hall. Usage will be charged as a business organisation.

Purpose of use

- 7.6 The premises shall be used exclusively for the purpose as set out in the booking form.
- 7.7 In the event of the user deviating substantially from this, the Library Official shall have the right to cancel any subsequent bookings already made.
- 7.8 If, prior to the hall being used, it becomes apparent that the user has made a false declaration on the application form concerning the purpose for which the premise will be used, the Library Official shall have the right to cancel the booking and deny any bookings thereafter. If it only

becomes apparent once the hall is being used the Library Official shall have the right to deny any bookings thereafter.

Tariffs

7.9 Tariffs will be fixed by Council and the tariffs are applicable from 1 July to 30 June every year where after the tariffs may change in the new financial year.

7.10 Daily bookings tariffs will be charged per session.

7.11 Sessions will be divided into morning, afternoon and evening sessions depending on the opening hours of the library.

7.12 A session will be no longer than 4 hours at a time.

Cancellations

7.13 Cancellations must be done 24 hours before the date of the meeting.

7.14 Payment will be refunded, where applicable, upon request and subject to the relevant forms being completed.

7.15 The financial procedures for the City of Cape Town will apply when refunds are processed. No cash will be paid out at the libraries.

7.16 Block bookings – if the user does not make use of the booked facilities on two consecutive sessions, all future bookings will be cancelled.

7.17 The City reserves the right to cancel bookings when dictated by circumstances.

Changes in booking dates

7.18 Changes can be requested at least 24 hours before the date of the meeting in writing.

Setting up venue

7.19 All preparations, setting up, the actual activity and cleaning of the hall, kitchen and audio-visual equipment shall be performed within the reserved booking time.

7.20 The user shall be responsible for leaving the premises as found.

Reservations and bookings

7.21 Reservations may be made in person at the applicable library or via e-mail or by fax on a first-come, first served basis based on the date of the request.

7.22 Bookings will only be confirmed once the relevant forms have been duly completed by the applicant wishing to use the hall and authorised by the library. In instances where payment is required confirmation is subject to the receipt of proof of payment.

7.23 A series of block bookings may be requested and payments can be done according to the Council's approved tariffs of the current financial year.

7.24 There is no limit to the number of times the halls can be booked by individuals, groups or City officials.

7.25 The Library Official reserves the right to make scheduling adjustments to promote use by as many different individuals, organisations or City officials as possible.

Times

7.26 The halls may be used during the normal operating hours at the library.

7.27 Where libraries meet library safety and security criteria, as set out in the conditions of service, library halls may be hired out for after hours' usage. The basic safety criteria include the following (refer to Annexure A for libraries with after hour use):

- (i) The hall must have a separate entrance from the library;
- (ii) All library equipment and material must be stored safely out of reach of hall users;
- (iii) No open access must be possible to the library from the hall after hours;
- (iv) The alarm of the hall must have a separate code from the rest of the library or attached offices; and
- (v) The halls must have a clear and safe evacuation route to the assembly point without passing through the library itself.

7.28 The correct library closing procedure for after hour use must be followed to ensure continued use of the library hall.

7.29 The user must ensure that all activities are concluded within the session time.

7.30 No library staff resources may be used for hall activities booked by individuals, businesses or organisations.

7.31 If the user repeatedly does not adhere to the session times, the Library Official may do the following:

- (a) Free Bookings: Restrict or deny future library hall usage.
- (b) Paid Bookings: Charge a second session or restrict future usage, if a session does not conclude within 30 minutes after booked times.

8. IMPLEMENTATION PROGRAMME

8.1 This policy shall apply with immediate effect.

9. MONITORING, EVALUATION AND REVIEW

9.1 The aim of this policy is to provide for consistent decision-making around access to library halls and hence the monitoring of the effectiveness of this policy shall include considering –

- (a) Usage and tariffs; and
- (b) Complaints around usage.

9.2 The evaluation of the effectiveness of this policy shall be done yearly through:

- (a) Meetings with Librarians-in-Charge; and
- (b) Consideration of any complaints.

9.3 This policy shall be reviewed every 2 years or as necessary.

Annexure A: List of all libraries with halls, kitchen facilities and after hour usage

Annexure B: Conditions of Use

ANNEXURE A: LIBRARIES WITH HALLS, KITCHEN FACILITIES AND AFTER HOURS USAGE

May 2015

District	Library Name	Hall	Max capacity	Kitchen for hire	AV equipment for hire	After hours hire/use
5	Adriaanse	Hall	60	Yes	Projector	No
1	Avondale	Hall	80	Yes	None	No
4	Belhar	Hall	50	Yes	None	No
5	Bellville	Auditorium	60	Yes	None	Yes
5	Bellville	Hall	25	Yes	None	Yes
5	Bellville	Committee room	12	Yes	None	Yes
5	Belville South	Hall	50	Yes	None	No
4	Bishop Lavis	Hall	100	Yes	None	No
4	Bonteheuwel	Hall	40	No	None	No
5	Bothasig	Hall	40	Yes	None	No
5	Brackenfell	Hall	45	Yes	None	No
4	Bridgetown	Activity room	40	No	None	No
1	Brooklyn	Hall	60	Yes	Projector	No
3	Browns farm	Hall	50	No	None	No
1	Central	Seminar room 1	60	Yes	Projector, DVD, Microphones	No
1	Central	Seminar room 2	10	Yes	Projector, TV, DVD	No
2	Claremont	Activity room	50	Yes	None	No
4	Crossroads	Hall	60	Yes	TV, DVD, VCR	No
4	Delft	Hall	50	Yes	None	No
4	Delft South	Hall	60	Yes	None	No
5	Durbanville	Hall	100	Yes	None	Yes
6	Eerste River	Hall	50	Yes	None	No
6	Eerste River	Sun room	15	No	None	No
5	Eikendal	Hall	120	No	None	No
5	Elsies River	Hall	50	Yes	None	No
5	Fisantekraal	Hall	60	Yes	TV	No
2	Fish Hoek	Activity room	50	Yes	Projector, sound	No
5	Goodwood	Activity room	120	Yes	None	Yes
2	Grassy Park	Hall	60	Yes	Projector	No
4	Gugulethu	Hall	60	Yes	None	No
4	Hanover	Hall	60	Yes	None	No
3	Harare	Hall	100	Yes	None	Yes
4	Heideveld	Hall	80	Yes	None	Yes
2	Hout Bay	Hall	50	Yes	Projector	Yes
5	Huguenot Square	Hall	70	Yes	None	No
1	Kensington	Hall	100	Yes	TV, DVD	No
3	Khayelitsha	Hall	60	Yes	None	No
1	Koeberg	Hall	40	No	None	No
5	Kraaifontein	Hall	150	Yes	None	Yes
5	Kuils River	Hall	60	Yes	None	No
1	Langa	Hall	80	Yes	None	No
3	Lentegeur	Hall	40	No	None	No
5	Leonsdale	Hall	50	Yes	TV, DVD	No
2	Lotus River	Hall	40	Yes	TV, DVD, CD	No
6	Lwandle/Hector	Hall	50	Yes	None	No
1	Mamre	Hall	30	No	TV, DVD	No
4	Manenberg	Hall	100	Yes	None	No
3	Masakhane	Activity room	120	Yes	None	No
2	Masiphumelele	Hall	100	No	Projector	No
2	Meadowridge	Hall	70	Yes	None	Yes
6	Melton Rose	Hall	80	No	None	No
6	Mfuleni	Hall	60	Yes	None	No
1	Milnerton	Auditorium	126	Yes	Projector, microphones	Yes
1	Milnerton	Small room	36	Yes	None	Yes
1	Milnerton	Big room	60	Yes	None	Yes
3	Mitchells Plain	Hall	100	Yes	None	Yes
3	Moses Mabhida	Hall	50	Yes	None	No
3	Nazeema Isaacs	Hall	100	Yes	None	No
4	Nyanga	Hall	90	Yes	None	No
5	P D Pause	Hall	100	Yes	None	No
5	Parow	Hall	90	Yes	None	Yes
3	Philippi East	Hall	50	No	TV, DVD	No
1	Pinelands	Committee room	25	Yes	None	Yes
1	Pinelands	Hall	120	Yes	None	Yes
5	Ravensmead	Hall	70	Yes	None	No
2	Retreat	Hall	120	No	None	No
3	Rocklands	Hall	60	Yes	None	No
2	Rondebosch	Minor hall	50	No	None	No
4	Rylands	Hall	70	Yes	None	No
5	Scottsdene	Hall	50	Yes	None	No
2	Simon's Town	Hall	100	Yes	None	Yes
6	Sir Lowry's Pass	Hall	70	Yes	None	No
6	Somerset West	Hall	100	Yes	Projector	Yes
2	Southfield	Hall	50	No	None	Yes
2	Southfield	Hall	100	No	None	Yes
6	Strand	Hall	100	Yes	None	No
6	Suider Strand	Hall	100	No	None	No
3	Tafelsig	Hall	80	No	None	No
2	Tokai	Hall	40	Yes	None	Yes
4	Valhalla Park	Hall	50	Yes	None	No
3	Weltevreden	Hall	50	No	None	No
1	Westfleur	Hall	120	No	None	No
3	Westridge	Hall	40	Yes	None	No

Annexure B: Library Hall Usage:

Conditions of Use

1. General

- 1.1 Use is subject to a booking confirmation.
- 1.2 Persons attending meetings in the halls are subject to all library rules and regulations.
- 1.3 The hiring of the hall, kitchen and audio-visual equipment, where applicable, does not include the use of the following; electrical leads, adapters, stationery, computers, fax, telephone or photocopying service.

2. Supervision and control

- 2.1 It is the user(s) responsibility to ensure that proper order is maintained at the library hall for the duration of the booking and to ensure acceptable behaviour in respect of all persons entering or using the hall during such period.
- 2.2 The user is furthermore responsible for taking all reasonable steps to prevent damage to the property by any persons and shall remove persons guilty of improper behaviour from the hall and in this connection, instructions given by the library official in charge and Council Law Enforcement agencies must be obeyed by the user.
- 2.3 The user shall ensure that sound equipment is used in such a manner that it does not interfere with the ordinary comfort, convenience, peace and quiet of the library users or neighbouring properties.
- 2.4 The use of the halls may not disrupt normal library operations or the use of the library by others.

3. Housekeeping

- 3.1 No refreshments are included in the hiring of the kitchen and must be supplied by the user.
- 3.2 After the event the user shall be responsible for cleaning the premises and leaving it in the same condition in which the premises were originally in.
- 3.3 All cleaning and reinstatement shall be performed within the reserved booking time
- 3.4 All furniture, fittings, decorations and other articles introduced by the user shall be removed by the user within the reserved booking time.
- 3.5 Posters or other decorations may only be put up in designated areas.

4. Furniture and equipment

- 4.1 Users of the hall are responsible for arranging chairs and tables and setting up equipment prior to their meeting and returning everything to their correct positions afterwards.
- 4.2 Extreme care must be taken in moving and positioning furniture and equipment in order that no damage occurs.
- 4.3 The user will be held liable for any damages incurred resulting from the improper use of furniture and equipment.

5. Audio-visual equipment

- 5.1 All audio-visual equipment will be inspected by the library before and after usage and the equipment register must be signed by the user when hiring this equipment.
- 5.2 Audio-visual equipment may only be used in the hall.
- 5.3 All equipment brought in by the user(s) must adhere to the standard safety regulations.

6. Lock up procedure for after hour usage

- 6.1 When a library hall is booked after normal library hours, the library lock up procedures must be adhered to.
- 6.2 The key must be collected and signed for during library hours before the usage of the hall and returned as prescribed by the library's individual lock up procedures.
- 6.3 The person receiving and returning the keys, must sign in the key register and will take all reasonable steps to ensure the safety of library equipment, material and the building during the use of the library hall after hours. Failure to take all reasonable steps to ensure safety will result in the user being held liable for any loss/damage incurred.
- 6.4 Locking procedures include the following:
 - 6.4.1 The locking and closing of all doors, gates and windows in the hall and foyer
 - 6.4.2 Turning off lights and air-conditioning units.
 - 6.4.3 Turning off urns, stoves and other electrical equipment used.
 - 6.4.4 Setting the alarm.

7 Health, Safety and Security

- 7.1 The persons using the hall do so at their own risk.
- 7.2 The Council is not responsible for any injury to persons or loss of property incurred either while the hall is in use, or on entering or leaving the building.

- 7.3 The person or body occupying the hall shall ensure that no damage whatsoever is caused to Council property, or assets whether movable or immovable. The user will be held responsible for any losses or damage resulting from the use of the hall(s).
- 7.4 Council reserves the right of inspection at any time by any officials designated by Council thereto.
- 7.5 Hiring of any facility shall be in accordance with the provisions of the a)
Occupational Health and Safety Act 1993 (Act 85 of 1993);
b) Western Cape Liquor Act, 2008 (Act 4 of 2008);
c) Criminal Procedure Act, 1977 (Act 51 of 1977);
d) Council Policies; and
e) All By-laws of the City of Cape Town
- 7.6 It is the user's responsibility to ensure that no more than the maximum number of people is allowed in the library hall at any one time.
- 7.7 The user shall not allow any person to congregate in the passages, aisles or doorways of the premises. Furthermore, he/she shall not allow any furnishings or other object to obstruct any emergency escape route.
8. **Non-compliance with the conditions of use may result in the person or organisation being refused any future use of the City of Cape Town library halls.**