

# Mthimkhulu Village Centre

## Facility Usage Policy

This **Facility Usage Policy** applies to all building and facilities situated on Erf 4880, property of The Grail Centre Trust, listed as the **Mthimkhulu Village Centre (MVC)**. For the purposes of this document the Facility User is referred to as the **Renter**.

### 1. Renter's Details

This agreement is in terms of the following:

**Name of Renter / Organization:** \_\_\_\_\_

**Name of Responsible Person (if different from above):** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**Commencement Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

### 2. Facilities

The following facilities will be required for the above-mentioned booking.

			<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>		
<b>Amaryllis Classroom</b>	<input type="checkbox"/>	Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	from: _____	to: _____
<b>Erica Classroom</b>	<input type="checkbox"/>	Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	from: _____	to: _____
<b>New Workshop</b>	<input type="checkbox"/>	Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	from: _____	to: _____
<b>Amphitheatre Stage</b>	<input type="checkbox"/>	Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	from: _____	to: _____
<b>Kogelberg Shed</b>	<input type="checkbox"/>	Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	from: _____	to: _____
<b>Computer Centre</b>	<input type="checkbox"/>	Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	from: _____	to: _____

\* **Please note: Stationery is not included in rental of facilities**

### 3. Usage Rates

#### **3.1 Usage Rate**

A usage rate fee will be charged for facilities as listed above. However, this rate is negotiable, and variance will be considered in the case of causes considered worthy by the management of the **MVC**.

#### **3.2 Additional fees**

Should the **Renter** require extra services from **MVC**, the negotiated fees for said services will be added to the facility fee.

#### **3.3 Changing fees**

The **MVC** has the right to change fees, deposits and other charges with reasonable notice.

### 3.4 Refunds

Unless the **MVC** management decides otherwise, we do not refund for facilities booked.

### 3.5 Terms of payment

All fees owing to **MVC** shall be paid up-front prior to usage. For long-term usage, fees may be paid on a monthly basis, before the last working day of any given month. Payments are to be made payable to The Grail Centre Trust Overcoming Poverty.

### 3.6 Failure to pay fees

Failure to pay any and all fees owed to the MVC will lead to the immediate cancellation bookings.

## 4. Rates

Facility	Hourly Rate	Daily Rate
Classroom	R55.00 inc vat	R350.00 inc vat
Workshop	R55.00 inc vat	R350.00 inc vat
Shed	R55.00 inc vat	R350.00 inc vat
Amphitheatre	R55.00 inc vat	R350.00 inc vat
Computer Centre	R75.00 inc vat	R400.00 inc vat

Service	Cost per person
Tea / Coffee	R10.00 pp
Tea / Coffee / Muffins	R17.50 pp
Meals	On application

## 5. Responsibilities

5.1 **MVC** will be responsible for the facilities as follows, but not be limited to:

- 5.1.1. Ensuring the availability of the facility, as well as making sure that facility and gates are open.
- 5.1.2. Ensuring that the facility is in a reasonable condition to be used for the purpose intended.
- 5.1.3. Ensuring that toilets, toilet paper and running water are accessible
- 5.1.4. Chairs and tables (if requested) are available.

5.2 The **Renter** will be responsible for the facilities as follows, but not be limited to:

- 5.2.1 Ensuring that the facility is left neat and tidy after use and facility is securely locked with keys returned to **MVC**.
- 5.2.2 Clear request for number of chairs and tables.
- 5.2.3 That all equipment is properly, safely and responsibly used, while being rented. This equipment is listed in an inventory, which is displayed in each facility and must be securely locked away when not in use.
- 5.2.4 Ensuring that the staff, learners and visitors are suitably behaved and take due care of all equipment belonging to the **MVC** at all times.
- 5.2.5 That the **Renter** is solely responsible for the loss of or damage to any property of **MVC**.

The cost for project \_\_\_\_\_ (name) will be \_\_\_\_\_ (cost)  
for usage for \_\_\_\_\_ (time) session.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2010

\_\_\_\_\_  
For Mthimkhulu Village Centre

\_\_\_\_\_  
For Renter