

1. PURPOSE

1.1 To ensure that proper lease agreements are entered into between the Municipality and other parties, and to further ensure that municipality's property is taken good care of by the lessee.

2. PROCEDURE

2.1 Anyone interested in renting office property or use of office space must submit application to Council for approval.

Application must include motivation as to why Municipality must approve it.

As part of motivation it must be stated as to who is/are ultimately going to benefit if the application is granted.

If Council is not satisfied with the motivation it may invite the applicant for formal presentation before Council, or reject the application outright.

The decision of Council is final and no appeals will be entertained.

3. PROPERTY MAINTENANCE

3.1 The lessee has the responsibility of ensuring that Council property is kept in good condition.

3.2 The lessee will be liable for costs incurred in repairing damage caused by the lessee on Council Property.

4. LEASE AMOUNT

4.1 The monthly lease amount shall be determined by Council depending on the size of office space. The lease amount shall be determined as per square meter norm.

5. DURATION OF LEASE

5.1 Duration of lease will be determined by the Council and shall not extend for more than 24 months.

5.2 The Council will have discretion to extend the contract after termination.

5.3 Council will only extend the contract after careful assessment as to whether there was any value added to the Municipality emanating from the contract.

Signed at On the of 20....



JOE MOROLONG LOCAL MUNICIPALITY

POLICY ON LETTING OUT OF OFFICES AND RELATED PROPERTIES TO OUTSIDERS