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Finance Policy: Renting of Sports Facilities to Outside Groups

Type of Document:	Policy
Purpose:	The policy contains the procedure relating to the renting of sports facilities to outside groups.
Approved by:	Finance Committee
Date of Approval:	unknown
Date of Implementation:	Unknown
Date of Next Revision:	As required
Date of Previous Revision(s):	None
Policy Owner¹:	Chief Operating Officer
Policy Curator²:	Chief Director: Finance
Keywords:	Sports Facilities, Renting, Outside Groups
Validity:	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at www.sun.ac.za/policies

¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

8.5

RENTING OF SPORTS FACILITIES TO OUTSIDE GROUPS**Policy Number: 050A/06/04****Scope: The policy contains the procedure relating to the renting of sports facilities to outside groups.****Policy:****Current procedure:**

The income from renting facilities to outside groups is currently distributed as follows:

- a) The hockey, netball and athletics clubs receive the full amount, since they have themselves paid for the upgrading of their respective facilities.
- b) The fees for the clubhouses (excluding the Stal and PSO clubhouses), rugby, cricket and soccer clubs are distributed in such a manner that 50% is given to the relevant club and the other 50% goes to a central fund that can be used by the Sports Bureau for the maintenance of facilities, which may include the purchase of equipment to be used by the Sports Bureau.

The rental tariff for the use of floodlights is as follows:

Athletics and rugby:

- a) For category a and b lights: R500.00 an evening.
- b) For category c lights: R750.00 an evening.
- c) For the so-called TV lights, if all the lights are switched on: R1 000.00 an evening.
- d) Hockey: Practices R125.00 an hour, matches R200.00 an hour.
- e) Netball: Practices and or matches R100.00 a court an hour.
- f) Tennis: R3.00, R5.00 and R10.00 a court an hour in the respective categories (a, b, c).

The abovementioned income is distributed as follows:

50% to cost point SBDR5, Sports Bureau rental fees – other. The other 50% goes to the club on whose fields the sports event takes place.

Proposed procedure:

1. That the levy and distribution of rental income is handled by the Sports Bureau.
2. In cases where sports facilities are rented to outside groups, and where the use of floodlights (hall lights for indoors) is at issue, an hourly tariff will be levied for the use of such lights.
3. The hourly tariff (for the use of floodlights/hall lights) as determined above will be applied for the electricity costs and for the establishment of a replacement reserve fund for the replacement/maintenance/repair of the floodlight installations.
4. The hourly tariff referred to in 2 above will be calculated separately with regard to each facility or part thereof and will be reviewed by the Maintenance and Operations Division as needed.

5. The proposed procedure for the levy of the mentioned tariff is as follows:

- i. The SU Sports Bureau is responsible for providing a monthly report to the person responsible for utilities (subsequently referred to as the person responsible) at the Funds and Assets Control Division in which the renting to outside groups is set out for the month.
- ii. This report should contain the following information: the date and time per facility; the type of lights used; and the cost point from which the levy can be recouped, e.g.

<u>Facility</u>	<u>Date</u>	<u>Time</u>	<u>Lighting</u>	<u>Cost point</u>
Coetzenburg Athletics Stadium	24/02/03	19:00 to 21:00	Phase 1, 2 and 3	SSAK0

- iii. The responsible person will record the levy each month.

Contact Division:
Sports Bureau