**18. To rent out reception halls / town halls / community halls (property etc.) - flow chart**

Use of digitized data

Electronic Messages / Transactions (SMS / WhatsApp / e-mail)

Checking whether the hall is available on the required date according to the waiting list online or by asking from the front office

Responsibility : Applicant

Request to reserve the hall on a day when it is available as per the waiting list

Responsibility : Applicant

Accept the fee and security deposit along with the application form and issue the receipt and tracking number and forward the copy of the permission slip to officer-in-charge of the hall to provide the service.

Responsibility: Officer of the Front Office

To credit collected fee and security deposit to deposit account

Responsibility: Officer of the Front Office

Use of the hall for the requested function

Responsibility : Applicant

After completion of the work, hand over the hall to the officer in charge of the hall

Responsibility : Applicant

On taking over the hall, inspect whether there is any damage to it or its fixtures and take over the hall

Responsibility : Officer-in charge of the hall

To inform applicant that in case of any loss, the refund of the security deposit will be considered after assessing the loss.

Responsibility: Officer-in charge of the hall

To inform the applicant to submit the issued receipt for the fees paid and collect the security deposit amount

Responsibility : Officer-in charge of the hall

To the next page

Have any losses occurred?

From the previous page

To inform the applicant to submit the issued receipt for the fees paid and collect the security deposit amount

Responsibility : Officer-in charge of the hall

Claiming security deposit

Responsibility : Applicant

To acknowledge the request and issue a tracking number

Responsibility : Officer of the Front Office

To issue a cheque to the applicant for the amount due

Responsibility : Office-in-charge of the Subject

Notice to the applicant to pay the further amount due

Responsibility : Office-in-charge of the Subject

In case of any loss, request the Technical Officer to assess the loss and provide a report.

Responsibility : Office-in-charge of the Subject

To charge the fee and issue a receipt

Responsibility : Officer of the Front Office

Ordering payment of the relevant amount

Responsibility : Magistrate

Requesting the Magistrate to treat the relevant amount as a debt and collect it

Responsibility : Municipal Commissioner / Secretary

To inform applicant that in case of any loss, the refund of the security deposit will be considered after assessing the loss.

Responsibility : Officer-in charge of the hall

Is the guarantee sufficient to cover the loss?

Have the dues been settled ?

Assess the loss and report to the officer concerned

Responsibility : Technical Officer

**Performance**

**Indicator**

**Performance**

**Indicator**

**18. To rent out reception halls / town halls / community halls (property etc.) -**

**1. Introduction**

 In order to provide facilities for the public entertainment, festivals or amusements of the people of the local government area, the halls that can be used as a public utility service that can be provided to the people are established and maintained.

**2. Legal Authority**

 (a) Provisions 40 (1) (T) (iv) of Municipal Councils Ordinance, (Chapter 252 )

 (b) Provisions 35 (e) of the Urban Councils Ordinance ( Chapter 255;

 (c) Clause (e) of Section 108 of the Pradeshiya Sabha Act No. 15 of 1987.

**3. Eligibilities**

 Those who want to do any festival or conference or entertainment work will be eligible to avail this service.

**4. Fees**

1. A fee determined by the local government from time to time.
2. A tax matches with the fees charged imposed by the government from time to time.
3. A refundable security fee as determined by the Local Government Institution from time to time.

**5. Documents to be submitted**

 The application form depicted in the attachment should be correctly completed and submitted. It is advisable to understand the instructions at the end of the attachment before completing the application form.

**6. Procedure**

| **Procedure** | Duration  | Authority  |
| --- | --- | --- |
| the hall's waiting list online or visit the front office to find out if the hall can be rented on a date of your choice. |  | Applicant  |
| If you wish to rent the hall on a date available as per the waiting list, complete and submit the application form obtained online or visiting the front office. |  | Applicant |
| Issuance of fee acceptance receipt and tracking number along with the application form and forwarding the copy of authorization form to officer-in-charge of the hall to provide the service. | As soon as the application is received | Officer of the Front Office  |
| Depositing the collected fee and security deposit in the deposit account | Immediately after the receipt of money  | Officer of the Front Office  |
| Use of the hall for the requested purpose requested | Date of reserved  | Applicant |
| Handing over the hall to the officer-in-charge of the hall at the end of the task  | As soon as the assigned task is completed | Applicant |
| Check whether there is any loss or damage to the hall or its fixtures while taking over the hall and take over and report the same to the officer-in-charge of the subject. | As soon as the assigned task is completed | Officer-in-charge of the hall |
| Informing the applicant that in case of any loss, payment of the security deposit will be considered after calculating the loss. | As soon as the hall is taken over | Officer-in-charge of the hall |
| In case of any loss, request the Technical Officer to assess the loss and provide a report. | Immediately after the receipt of the report of the officer-in-charge of the hall | Officer-in-charge of the subject  |
| Assess the value of the loss and report to the Officer-in-Charge of the subject  | Within one day after the receipt of the report of the officer-in-charge of the subject  | Technical Officer  |
| If there is no loss to refund the security deposit or if there is a loss and if there is a balance after charging it from the security deposit to refund after claiming the loss or where the value of the loss is insufficient to cover the amount of the security deposit, the applicant shall be notified to pay the further amount due to the council. | After requesting the balance amount | Officer-in-charge of the subject  |
| Claiming deposit when there is no loss or payment of further dues when loss has occurred | On or before the fixed date | Applicant |
| Forwarding the refund cheque to the applicant or issuing a receipt having charged the further amount due. | After the Applicant arrives  | Officer-in-charge of the subject/Officer of the Front Office  |
| Settlement of accounts | After making further payment | Officer-in-charge of the subject / Officer of the Front Office  |

**7. When the deposit amount is insufficient to cover the loss**

| **Procedure** | Duration  | Authority  |
| --- | --- | --- |
| Notice in written to the applicant to deposit the amount exceeding the value of the deposited amount in the council | On the day of receiving the report of the officer- in- charge of the hall | Officer-in-charge of the subject |
| Charge the additional amount and issue a receipt | Within seven days from written notice | Officer of the Front Office  |
| Reminders in case of default in payment of additional amount | After seven days of written notice | Officer-in-charge of the subject |
| If the payment of money is still defaulted according to the reminder, report the same to the Magistrate and hand over the request to the Municipal Commissioner/Secretary to collect the relevant amount and hand it over to the Technical Officer. | After seven days from the reminder  | Officer-in-charge of the subject  |
| File the relevant request in the Magistrate Court and record the data in the case file | Immediately after the receipt of request documents  | Technical Officer  |
| Issuance of order fixing the relevant amount as penalty | On the date of hearing  | Magistrate  |
| Charge the amount and issue a receipt | With the declaration of court decision  | Officer nominated under the supervision of the Technical Officer  |
| Report the information about the fee collected to the officer-in-charge and record the court decision in the case file | On the same day  | Technical Officer  |
| Crediting the fee charged to the relevant expenditure head | Within 2 days from the receipt of the report of the Revenue Inspector  | Officer-in-charge of the subject |

 Annex

**. . . . . . . . . . . . Council**

**Application for Hire of Reception/Town/Community Halls**

 **(Please read and understand hall rental conditions carefully before completing the application form)**

1. Full name of the Applicant : . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

2. National Identity Card No. : . . . . . . . . . . . . . . . . . . . . . . . (Original copy required for verification)

3. Mobile No. : . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

4. E-mail address : . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

5. Postal Address : . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

6. Required date : On . . . . . . . . . . . . . 20..

7. Required time : From . . . . . . . . . . . . . . . a.m/p.m. to . . . . . . . . . . . . . . . a.m/p.m

8. Is it necessary to reserve an early date for pre-event preparation? : Yes / No

9. If so time required : From . . . . . . . . . . . . . . . a.m/p.m. to . . . . . . . . . . . . . . . a.m/p.m

10. Other facilities required:

 (a) Air conditioning facilities - Yes / No

 (b) Loudspeaker facilities - Yes/No

(c) Required no. of chairs - . . . . . . . .

 (d) Other . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

11. Event Matters. . . . . . . . . . . . . . . . . . . . . . . . (Briefly state) . . . . . . . . . . . . . . . . . . . . . .

Please reserve the hall for me. In case that if I am unable to return the hired hall on time, the charge for such delay and/or any damage or loss caused to the hall or any of its fixtures or any part of the hall or any furniture, I hereby declare my consent to deduct that from the refundable deposit made by me in the council. It is declared that I am aware if the deposit amount is not sufficient to cover the damage or loss incurred that I am liable to pay further damages or loss reimbursement due and will be so paid.

Date : . . . . . . . . . . . . . .20 . . . . . . . . . . . . . . . . . . . . . . . .

 Signature of applicant .

Copy of the officer-in-charge of the Hall

Officer-in-charge of the hall, **Permit No: . . . . . . . . . . .**

. . . . . . . . . . . . . . . . . . . . . Hall

**Hall Reservation Permit**

a. Name of the applicant - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

b. National Identity Card No. - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

c. Telephone No. - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

d. Hall reservation dates or day - From . . . . . . . . . . . . 20 to . . . . . . . . . . . . . 20

e. Purpose of hall reservation - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

f. Fees charged : - Rs. . . . . . . . . . . . . . .

g. Receipt No. : . . . . . . . . . . . . . . . . . . . . - Date : . 20 . . . . . . . . . . . . . .

Allow the above named persons to use the hall for the requested purpose on the reserved date/days. After the completion of the work take over the hall having checked and ascertained whether there is any damage to the hall or its other properties and report the same on the same day in the attached format.

Date : 20 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 Officer of the Front Office

QR Code

 For Charman/Municipal Commissioner

 (Official Frank)

Copy : To the Applicant -Please note that in the event of any loss or damage to the hall, the loss will be charged against the security deposit and if the deposit is insufficient, you will be required to pay the shortfall to the council..

Officer-in-charge of the Subject,

 I took over the hall after the completion of the work of above reservation.

 @ No damage has been occurred to the hall.

 @ Following damages have been caused.

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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Date : . . . . . . . . . . . .20 . . . . . . . . . . . . . . . . . . . . . . .

 Officer-in-charge of the Hall.

Accountant / Secretary,

1. At the end of the task, I report that the following losses have to be recovered.

 **Description Amount Amount**

 (b) Amount to be charged for damages and delay:

 i. Loss incurred:

 \* Loss 1 - . . . . . . . . . . . . . . . . . . . . . . . . . . . . Rs. . . . . . . . . . . .

 \* Loss 2 - . . . . . . . . . . . . . . . . . . . . . . . . . . . . Rs. . . . . . . . . . . .

 \* Loss 3 - . . . . . . . . . . . . . . . . . . . . . . . . . . . . Rs. . . . . . . . . . . .

 \* Loss 4 - . . . . . . . . . . . . . . . . . . . . . . . . . . . . Rs. . . . . . . . . . . .

 ii. Late return charges (hours . . .) Rs. . . . . . . . . . . .

 iii. Tax imposed by the government (1) Rs. . . . . . . . . . . .

 iv. Tax imposed by the government (2) Rs. . . . . . . . . . . . +

 (c) Total amount to be charged Rs. . . . . . . . . . . .

Date: . . . . . . . . . . . . . . .20 . . . . . . . . . . . . . . . .

 Technical Officer

- - - - - - - - - - - - - - Separate this page and instructions and hand it over to the applicant - - - - - - - - - - - - - - - - - -

Copy of the Applicant

Offier-in-charge of the Hall , **Permit No. : . . . . . . . . . . .**

. . . . . . . . . . . . . . . . . . . . . Hall .

**Hall Reservation Permit**

a. Name of the applicant - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

b. National Identity Card No. - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

c. Telephone No. - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

d. Hall reservation dates or day - From . . . . . . . . . . . . 20 to . . . . . . . . . . . . . 20

e. Purpose of hall reservation - . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

f. Fees charged : - Rs. . . . . . . . . . . . . . .

g. Receipt No. : . . . . . . . . . . . . . . . . . . . . - Date : . 20 . . . . . . . . . . . . . .

Allow the above named persons to use the hall for the requested purpose on the reserved date/days. After the completion of the work take over the hall having checked and ascertained whether there is any damage to the hall or its other properties and report the same on the same day in the attached format.

Date : 20 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 Officer of the Front Office

QR Code

 For Charman/Municipal Commissioner

 (Official Frank)

Copy : To the Applicant -Please note that in the event of any loss or damage to the hall, the loss will be charged against the security deposit and if the deposit is insufficient, you will be required to pay the shortfall to the council.

**Conditions for the renting out of Halls.**

1. Halls that can be rented by the council will be provided only in the order in which the applications are received. The order will not be changed at any occasion

2. (a) The daily fee charged for renting out of halls and the refundable deposit charged for each type of service are as follows. Before renting the hall, the refundable deposit and rent must be paid in advance and get reserved the hall.

 (b) If the time for returning the hall is passed a late fee of Rs. . . . . . .. will be charged for each late hour.

 (c) If no damage or loss has been caused to the hall or any part thereof or any equipment, the amount will be paid to the applicant at the time of reclaiming before the expiry of one calendar year from the date of receipt of service after the hall is released to the Council.

 (d) If any damage or loss has occurred as above an amount calculated to meet such damage or loss shall be deducted from the refundable deposit of the applicant and if there is any balance, it will be paid to the claimant at the time of refund before the expiry of one year from the date of receipt of service after releasing the hall.

 (e) If any damage or loss has occurred as aforesaid, if the amount calculated to cover the amount of such damage or loss exceeds the refundable deposit of the applicant, the applicant shall pay the excess amount to the council. Furthermore, if the applicant fails to pay the excess amount to the council, that the legal actions will have to be taken against the applicant to recover that amount and by signing the above application form, the applicant will be deemed to have accepted that the applicant is subject to it.

(f) **Description Charge per**

 **unit daily Refundable**

 **(Rs. ) Deposit (Rs. )**

 (i) Hall (With air-condition) . . . . . . . . . . . . . . . . . . . . . .

 (ii) Hall (Without air-condition ) . . . . . . . . . . . . . . . . . . . . . .

 (iii) Hall for pre-arrangement (With air-condition) . . . . . . . . . . . . . . . . . . . . . .

 (iv) Hall for pre-arrangement (Without air-condition ) . . . . . . . . . . . . . . . . . . . . . .

3. In addition to the above fees, the taxes imposed by the government from time to time must be paid.

4. If the service has been reserved by another applicant for the date on which the applicant's request is to be fulfilled, the subsequent request will be rejected.

5. If the council is unable to fulfill the request of the applicant due to any unavoidable reason, alternative action will be taken and if not so, the charged amount will be refunded and the local government institution will not be bound to pay any compensation or loss in addition.

6. The local government institution is not liable for any inconvenience caused by any reason beyond its control such as power outage during the event or during the pre-preparation period.

7. The applicant has reserved the hall in advance and if at any later stage he acts to cancel the reservation, an administrative fee of Rs. . . . . . . . . . . . . will be deducted