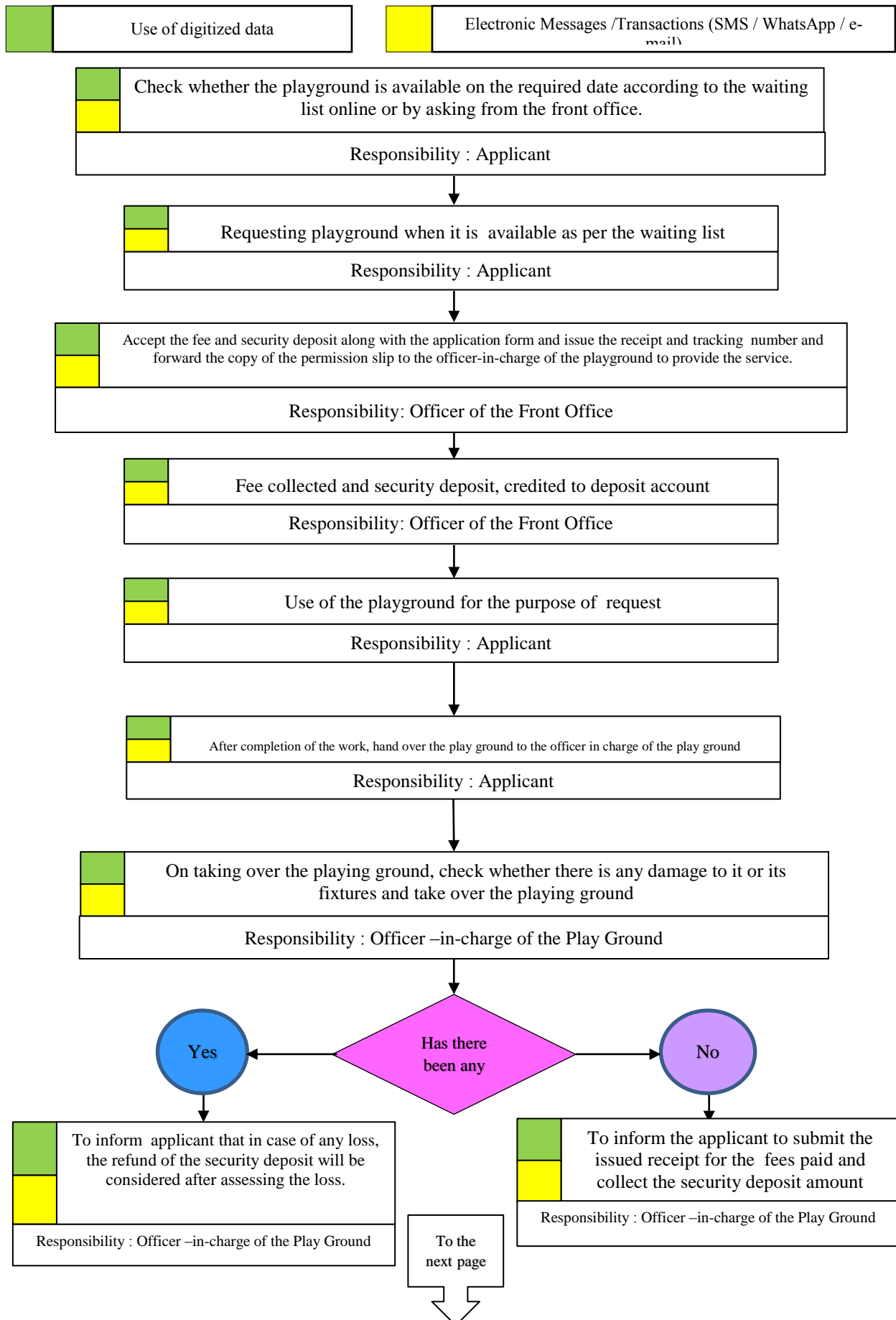
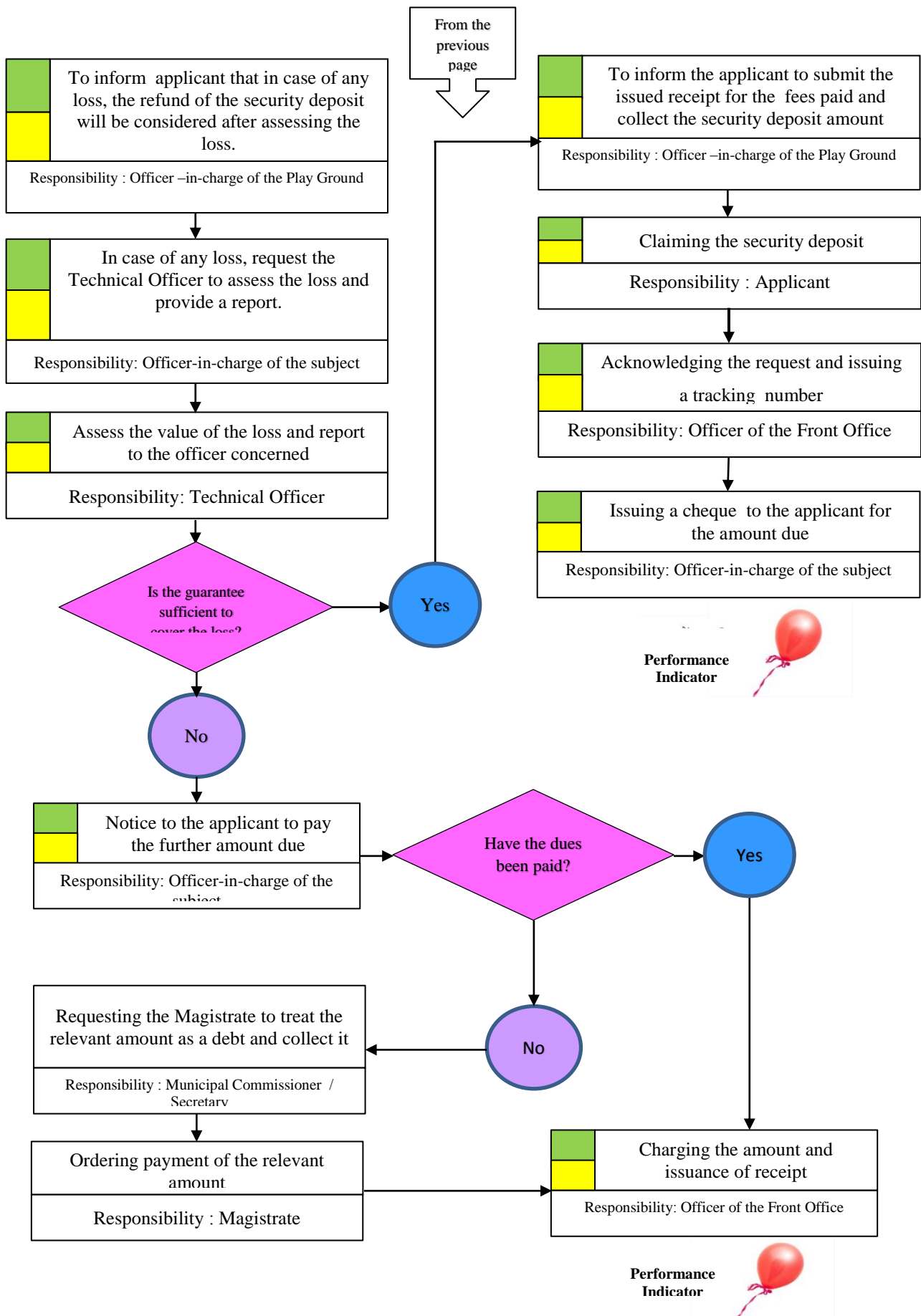


## 19. Renting playgrounds – Flow Chart





## 19. Renting playgrounds

### 1. Introduction

The local government institution is the public authority entrusted with the task of protecting and promoting the welfare of the people and all facilities of that territory. As one phase of this welfare work, play grounds are created by the local government institutions to protect the physical health of the people, improve the sports skills of the youth and provide public entertainment and in order to cover the expenses for the maintenance, repair and improvement of the play grounds the facility of renting out these playgrounds has been arranged in case of special use.

### 2. Legal Authority

- (a) Paragraphs 36(2) and 46 (f) of Municipal Councils Ordinance (Chapter 252)
- (b) Paragraphs 33(2) and 36 (e) of Urban Councils Ordinance (Chapter 255)
- (c) Provisions 17 (3) and 19 (1) (xii) of Pradeshiya Sabha Act No. 15 of 1987.

### 3. Qualifications

- (a) The people living within the territory of the local government institution, their sports clubs and other persons who have the need to conduct sports events or sports festivals in the schools located within the territory.
- (b) Any person residing outside the territory will also be eligible to avail this service, subject to payment higher than the fee charged to the people of the territory.

### 4. Fees

- a) A fee determined by the local government from time to time.
- b) A tax matches with the fees charged imposed by the government from time to time.
- c) A refundable security fee as determined by the Local Government Institution from time to time.

### 5. Documents to be submitted

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

### 6. Procedure

Procedure	Duration	Authority
Check the waiting list of the playground online or visit the front office to know if the playground can be rented on a date of your choice.		Applicant
If interested in renting the playground on a date available in the waiting list, complete and submit the application form obtained online or by visiting the front office.		Applicant

Procedure	Duration	Authority
Issuance of receipt and a tracking number having taken over the charge and the application forward the copy of the permit to the officer-in-charge of the playground to provide the service.	Immediately after the receipt of the application	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 playground for the requested purpose	Date of reservation	Applicant
After completion of the task hand over the playground to the officer-in-charge of the playground	Immediately after the reserved task is completed	Applicant
While taking over the playground, check whether there is any loss or damage to the playground or its fixtures and take over it and report the same to the officer-in-charge.	Immediately after the reserved task is completed	Officer-in-charge of the Play Ground
Informing the applicant that in case of any loss, payment of the security deposit will be considered after assessing the loss.	Immediately after the playground is taken over	Officer-in-charge of the Play Ground
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 playground	Officer-in-charge of the subject
Assess the value of the loss and report to the officer-in-charge	Within one day of 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 to charge it from the security deposit and if there is a balance after claiming the amount, proceed to refund it or in case of the loss is insufficient to cover the amount of the security deposit, the applicant shall be notified to pay the due amount to the council.	After claiming the balance amount	Officer-in-charge of the subject
Claiming deposit when no loss has occurred or payment of further dues when a loss has occurred	On or before the prescribed date	Applicant
Forwarding the refund cheque to the applicant or issuing a receipt against the further amount due.	After the applicant arrives	Officer-in-charge of the subject / Officer of the Front Office

Procedure	Duration	Authority
Settlement of accounts	After making further payment	Officer-in-charge of the subject / Officer of the Front Office

**7. When the deposit is insufficient to cover the loss incurred -**

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 same day of the receipt the report of the Officer-in-charge of the playground	Officer-in-charge of the subject
Charge the additional amount and issue a receipt	Within seven days of written notice	Officer of the Front Office
Reminders in case of default in payment of additional amount	Within seven days of written notice	Officer-in-charge of the subject
In case the payment of money is still defaulted as per the reminder, reporting the Magistrate and requesting to collect the relevant amount with the signatures of the Municipal Commissioner/Secretary and handing over to the Technical Officer.	Seven days after the date of 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 receipt of request documents	Technical Officer
Issuance of order fixing the relevant amount as penalty	On the relevant hearing date	Magistrate
Charge the amount and issue a receipt	With the declaration of decree	Officer nominated under the supervision of the Technical Officer
Report the information about the fee collected to the officer-in-charge and record the decree in the case file	On the same day	Technical Officer
Crediting the fee collected to the relevant expenditure head	Within 2 days from the date of receipt of Revenue Inspector's report	Officer-in-charge of the subject

# Angunakolapelessa Pradeshiya Sabha

## Application for rent out of playground

(Please read and understand the conditions of rent out of playgrounds carefully before completing the application)

1. Name of the applicant : .....
2. National Identity Card No. : .....
3. Mobile No. : .....
4. E-mail Address : .....
5. Postal Address : .....
6. The purpose of using the playground : Sports Festival\* / Sports Meet\* / Musical Show\* / Amusement\* / Public Gathering\* / Other (.....)\*
7. Required date/day : From ..... 20 to ..... 20, From ..... 20 to ..... 20
8. Required time (According to the reserved number of days):
  - (a) Per day: From ..... a.m. / p.m to ..... a.m. / p.m
  - (b) On ..... 20 from ..... a.m. / p.m to ..... 20 from a. .... a.m / p.m to.....
9. Is it necessary to book an earlier date for pre-arrangements ? : Yes/ No
10. If so required time : From ..... a.m. / p.m to..... a.m. / p.m

I agree with the terms and conditions stipulated by the council connected the rental of the playground. Please reserve the playground for me. I hereby express my consent in case of my failure to return the reserved playground on time to deduct the charge for such delay and/or damage or loss to the playground or any fixture thereof or any part thereof or any furniture 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 the applicant

-----Seperate from here and hand over to the offier-in-charge fo the playground -----

Copy of the offier-in-charge fo the playground

Offier-in-charge fo the playground ,  
.....Playground.

**Permit No. .... :**

### Playground Reservation Permit

- a. Name of the applicant - .....
- b. National Identity Card No. - .....
- c. Telephone No. - .....
- d. Playground reservation dates or day - From ..... 20 to ..... 20
- e. Purpose of playground reservation - .....
- f. Fees charged : - Rs. ....
- g. Receipt No. .... : - Date :

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

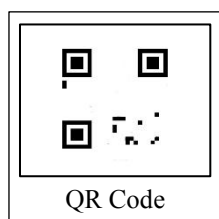
Date ..... 20 :

.....

Officer of the Front Office

For Charman/Municipal Commissioner

(Official Frank)



Copy :To the Applicant - Please note that in the event of any loss or damage to the playground, 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 playground after the completion of the work of above reservation.

@ No damage has been occurred to the playground.

@ Following damages have been caused.

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

Date 20..... :

.....  
Officer-in-charge of the playground

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 Playground,

Permit No. ....:

.....Playground .

### Playground Reservation Permit

- a. Name of the applicant - .....
- b. National Identity Card No. - .....
- c. Telephone No. - .....
- d. Playground reservation dates or day - From ..... 20 to ..... 20
- e. Purpose of Playground reservation - .....
- f. Fees charged : - Rs. ....
- g. Receipt No. ....: - Date :..... 20 .

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

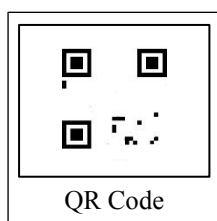
Date ..... 20 :

.....

Officer of the Front Office

For Charman/Municipal Commissioner

(Official Frank)



Copy :To the Applicant - Please note that in the event of any loss or damage to the playground 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 playgrounds

1. Playgrounds that can be rented out 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 playgrounds and the refundable deposit charged for each type of service are as follows. Before renting out the playground, the refundable deposit and rent must be paid in advance and get reserved the playground.
  - (b) If the time for returning the playground 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 playground 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 playground 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 playground.
  - (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 (Rs.)	Refundable Deposit (Rs.)
(i) Playground reservation charges (per day)	.....	.....
(ii) Reservation fees for pre-arrangements (per hour)	.....	.....
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 playground in advance and if at any later stage he acts to cancel the reservation, an administrative fee of Rs. . . . . . will be deducted

