

**BUSITEMA
UNIVERSITY**
Pursuing Excellence

RATES FOR HIRE OF UNIVERSITY ASSETS



June 2014

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TABLE OF CONTENTS

1.0 Introduction	3
1.1 Policy Statement	3
2.0 Purpose.....	3
3.0 Procedures	4
4.0 Rates for Hire of Assets.....	4
1. Tractor.....	4
2. Hire of Busess.....	5
4. Guest House.....	6
5. Dinning Hall	6
6. Hire of Halls for functions	6
7. Kiosks and Small Business Enterprises	6
8. Photocopying / Telecommunication services	6
9. Space for service provision during graduation time.....	6
10. Sports grounds.....	6
11. Security Gadgets	6
12. Music and Public address system	6
13. Land	6
FORM 1: Applications for the Hire of University Assets.....	7
FORM 2: CONDITION OF HIRE OF FACILITIES AND ASSETS.	8

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1.0 INTRODUCTION

Busitema University is a multi-campus model University that was established by Statutory Instrument No.22 of 2007 enacted by the Parliament of Uganda on 10th day of May 2007. The University has assets ranging from land, buildings, motor vehicles, equipment and machinery whose utilization it seeks to maximize.

This guidelines governs and covers the hiring of land, buildings, motor vehicles, equipment, machinery and other space to staff, students and the general Community. These are guideline for the commercialization of university assets and facilities. The assets and facilities of the University shall be hired out at fixed rates as enshrined in this guidelines.

1.1 Citation

This document may be cited as Busitema University guidelines for hire of University Assets and Facilities

2.0 DEFINITIONS

In this guidelines unless the content otherwise requires :-

“Asset” means property moveable or immovable of the University

Automobile: means buses, tractors, vans and trucks of the University

“Council” means Busitema University Council.

“Hire” means to let out at a fee for use for specific period on agreed terms without the hirer/owner losing its proprietorship.

“Hiree” Means one who hires

“Staff” Person employed by the University.

“Student” person fully registered and undertaking studies leading to the awards of the University.

“University” means Busitema University

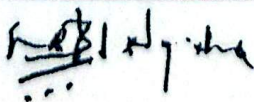
3.0 PURPOSE

These guidelines have been developed to ensure optimal use of University assets by staff, students and the community.

4.0 IMPLEMENTATION

4.1 Procedure for hire of the University Assets and Facilities

- i. All applications for the hire of University assets will be on Form 1. and on approval of the application hirees shall consent on Form 2.
- ii. Hiree shall be issued with bank slips for purposes of effecting payments
- iii. All payments shall be officially receipted by the respective Program Accountants.
- iv. Upon payment of the requisite fees the University Secretary shall immediately invite the hiree to sign the hire agreement.
- v. The hiree shall make good any damage, lose occasioned to the University asset or



facility arising at the time of hire

4.2 Implementation of the guidelines

- i. Program Controllers at the respective campuses shall manage the hire of assets and facilities at their campuses.
- ii. The fees for hire shall be paid into the University's Internally Generated Funds Account.
- iii. The fees for hire of the Guest Houses may be paid in advance to the University's IGF Account or by the Guest at the time of arrival.
- iv. The University Secretary/Accounting shall remit 60% of the proceeds from the hire of assets to the program and 40% will be utilized at the centre.
- v. All the maintenance costs shall be met by the Program which hosts the facility or asset.
- vi. The University's agents, staff shall at reasonable working hours of the day inspect the hired asset or facility
- vii. The University's agents, staff shall inspect the hired asset or facility at the end of the hire period before the hiree hands over the facility to the University

5.0 Conditions for Hire of Assets and Facilities

5.1 Hire of Automobiles

- i. All automobiles of the University hired out shall be operated/driven by authorized University staff.
- ii. The hiree/hirees shall pay the staff of the University operating or driving the automobile an allowance at a rate approved by the University Council.
- iii. The hiree/hirees shall fuel the University automobile from the University authorized fuel stations.
- iv. The Estates Unit of the University shall ensure that the mileage of a given automobile is recorded before and after hire of the said facility
- v. The tractors shall not be hired out at a radius of more than 20 Km from the respective campus.

5.2 Guest House

Management shall oversee the operations of the Guest Houses

5.3 Hire of Halls

5.3.1 Dinning Hall Catering Facilities

- i. The University source hires to run the catering services at the respective campuses following the procedures prescribed under PPDA and Regulations.
- ii. Successful hirees shall be required to pay rent for the premises hired one year in advance.
- iii. All utility bills at the hired premises shall be met by the hiree or hirees
- iv. All hirees of dinning halls shall sign tenancy agreements with the University

5.3.2 Hire of Halls for functions (Main halls and Dining halls)

The hiree shall meet all the conditions for the University's hire of assets and facilities

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5.3.3 Hire of Halls of Residents

- i. The hirees shall provide their own beddings
- ii. The hirees shall meet all the conditions for the University's hire of assets and facilities

5.4 Kiosks and Small Business Enterprises (Canteen, Stationery Shops, Saloons, photocopying,

Telecommunication, Secretarial bureaus and Boutiques)

- i. Management shall gazette an area for Kiosks and Small Business Enterprises in line with the approved master plan of the campus.
- ii. The hirees shall meet all the conditions for the University's hire of assets and facilities

5.5 Space

5.5.1 Space for service provision during graduation time

- i. The hiree or hirees shall keep the hired premises clean
- ii. The hiree should use the hired premises for the purpose for which it was hired.
- iii. The hirees shall meet all the conditions for the University's hire of assets and facilities

5.5.2 Sports grounds

- i. The hiree or hirees shall keep the hired premises clean
- ii. The hiree should use the hired premises for the purpose for which it was hired.
- iii. The hirees shall meet all the conditions for the University's hire of assets and facilities

5.6 Security Gadgets (Walk through, metal detector)

The hirees shall meet all the conditions for the University's hire of assets and facilities

5.7 Music and Public address system

- i. The Music and Public address system shall be operated by authorized University staff.
- ii. The University shall pay the authorized staff operating the system an allowance at a rate approved by the University Council.
- iii. The hiree/hirees shall transport the music and public address systems to and from.
 - a) Public at a rate of UGX 1,000,000 (One million shillings only)
 - b) Staff at a rate of UGX 300,000 (Three thousands shillings only) per day and
 - c) Students UGX 200,000 (Two thousands shillings only) per day.

5.8 Land for cultivation

The conditions in the Land Use and Management Policy shall apply

6.0 Rates for hire of University Assets and Facilities

6.1 Automobiles

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(a) Tractor:

UGX 60,000 (Sixty thousand shillings only) shall be charged per acre ploughed.

(b) Seventy Seater Bus:

- i. Public at a rate of UGX 1,200,000 (One million two hundred thousand shillings only) per day
- ii. Staff at a rate of UGX 400,000 (Five hundred fifty thousand shillings only) per day
- iii. Students at UGX 250,000 (three hundred thousand shillings only) per day

(c) Thirty Seater Bus:

- i. Public at a rate of UGX 600,000 (Six hundred thousand shillings only) per day
- ii. Staff at UGX 300,000 (Three hundred thousand shillings only) per day
- iii. Students at UGX 200,000 (two hundred thousand shillings only) per day

6.2 Guest House

- i. Single bed a night with breakfast UGX 30,000 (Thirty thousand shillings only)
- ii. Double bed a night with breakfast UGX 45,000 (Forty thousand shillings only)

6.3 Hire of Halls for functions (Main halls and Dining halls)

- i. The public shall hire Halls at a rate of UGX 300,000 (Three hundred thousand shillings only) per day.
- ii. Staff and students of the University shall use the hall for functions free of charge.

6.4 Hire of Halls of Residence

- i. Ugandan citizens shall hire the halls of residence at UGX. 10,000 (ten thousand shillings only) per night per head
- ii. Internationals shall hire the halls of residence at UGX. 15,000 (Fifteen thousand shillings only) per night per head

6.5 Kiosks and Small Business Enterprises (Canteen, Stationery Shops, Saloons and Boutiques)

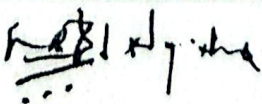
- i. Space for Canteens, Stationery Shops, Saloons and Boutiques shall be rented at UGX 70,000 (Seventy thousand shillings only) per month.
- ii. Mobile money and Telephone booth shall be hired at a rate of UGX 50,000 (Fifty thousand shillings only) per month

6.6 Space for service provision during graduation time

The hiree shall pay for space for service provision at a rate of UGX 20,000 (Fifty thousand shillings only) per day

6.7 Sports grounds

- i. The hiree shall pay for sports grounds at a rate of UGX 100,000 (One hundred thousand shillings only) per day.
- ii. The hiree shall pay for space for parties and other public functions



at a rate of UGX 300,000 (Three hundred thousand shillings only).

6.8 Security Gadgets (Walk through)

The hiree shall pay for security gadgets at a rate of UGX 100,000 (One hundred thousand shillings only) per day

6.9 Music and Public address system

- i. Members of the public shall pay for the public address system at a rate of UGX 1,000,000 (One million shillings only)
- ii. Staff shall hire the system at a rate of UGX 300,000 (Three thousands shillings only) per day and
- iii. Students at a rate of UGX 200,000 (Two thousands shillings only) per day.

6.10 Land for cultivation

- i. The public shall hire land at a rate of UGX 100,000 (One hundred thousand shillings only) per acre per year.
- ii. The staff and students shall hire land at a rate of UGX 50,000 (Fifty thousand shillings only) per acre per year.

7.0 General Conditions for Hire

- i. The hiree shall, in addition to the agreed hire charge, meet the cost of any additional labour including security and/or cleaning which may be necessary to prepare the facilities before use or to place the facilities in a proper order after use.
- ii. The hiree shall satisfy the Program Controller, prior to the hiring period of arrangements for the proper care of the assets and facilities during the hiring period.
- iii. The hiree shall only use the hired facility for activities mentioned in the letter of application.
- iv. A hiree will be required to make a refundable security deposit of 30% of the cost of hire to cater for damage and cleaning requirements.
- v. Any unusual incident relating to the hire of the facilities is to be reported by the hiree to the Program Controller on the first working day after the day of hire.
- vi. Excessive noise is prohibited in halls of residence and University compound.
- vii. Management may terminate any arrangement for the hire of premises or assets at any time in preference to foreseen emergency.

In such a event the University may make a reasonable refund to the hiree. The University shall not be obliged for any damages.

- viii. The hire charge is normally due and payable as a confirmation of the booking prior to the date of the hire period.
- ix. The University may accept a cancellation of a booking made by the hiree seven (7) days from the date of booking.
- x. Cancellation made after seven days of a booking shall attract a surcharge if 20% of the original hire price. All cancellations shall be in writing.

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REVIEW OF GUIDELINES

Council shall review these guidelines as and when deemed necessary.

FORM 1: Applications for the Hire of University Assets and Facilities

Name of Applicant:.....

First name

Surname

Address:

Cell:....., Village.....

Sub County:....., County:.....

District:.....

Telephone No. (Mobile):..... E-Mail

P.O Box

Next of kin:

Village....., Cell:.....

Sub County:....., County:.....

District:....., Tel No.:.....

Relationship:.....

Facilities required:

TYPE,

DATE,

DATE REQUIRED

DURATION REQUIRED FOR USE

Purpose:

Please give details

I agree to abide by the Conditions of Hire of Facilities Agreement as attached and to indemnify Busitema University any damages and losses resulting from the hire of facilities/assets. I further agree to pay the Program Controller such sum as the University may require as a deposit against any damages and losses.

Names

Signatur..... Date

Approved / Not Approved

By:-

Name:..... Signature:

Designation: Date;

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