

## Booking process of TUT Facilities (Halls, Auditoriums and lecture venues)

**(Facilities for Sport are booked through the Sport Division, Residence facilities are booked through the Residence Division and Promotional events on campus are booked through Corporate Affairs and Marketing)**

*When planning an event or a function there are a number of aspects that you need to keep in mind.*

*To assist you with the planning of a successful event please take note of the following arrangements that need to be arranged, booked, signed and completed:*

### ○ Venue

- ☐ Confirm the availability of a specific venue well in advance, two days prior is not acceptable;
- ☐ Ensure that the necessary security arrangements are in order, as the Gathering Act, Act number 205 of 1993 indicates that where more than fifty people attend a function, a security guard must be allocated for every 50 people in attendance;
- ☐ Costs are involved when booking any venue. Ensure that the necessary budget, as well as forms are completed when bookings are requested;
- ☐ No venue is hired free of charge; the tariff list is available at Facility Management Offices or on the TUT Web-site. Also take note that functions taking place after hours and during weekends require overtime payment for staff on duty. Complete and submit the booking form (AA02) ten working days prior to the function as all service providers involved should be alerted well in advance to do the necessary preparations and plan accordingly;
- ☐ Please ensure that ALL the requested information is included on the form, e.g., parking arrangements, audio-visual equipment needed as well as the time for the function;
- ☐ On completion of the form, it must be approved by the Head of Department as well as Campus Protection Services before Facility Management can assist you;
- ☐ You will receive a confirmation letter, with a reference number as well as all the necessary contact numbers of departments involved, and this will be sent to you as soon as all is in order, arranged and finalised at Facility Management.

### ○ Invitations

- ☐ When the presence of any EMC members required at a function or event, it needs to be booked and discussed well in advance with the individual secretaries. It cannot be taken as a given that they will be available and it is not the responsibility of Facility Management to ensure their availability.
- ☐ After receiving the confirmation letter, as well as arrangements made with the particular EMC member, all other arrangements can be done through the office of the event custodian.

### ○ Corporate Affairs and Marketing

- ☐ When VIP guests, e.g., overseas visitors or Ministers, attend a function, Corporate Affairs and Marketing (CA&M) has to be involved from the start as specific protocol procedures need to be adhered to.
- ☐ Ensure that the TUT Brand, corporate ID as well as the approved look and feel is adhered to and approved by CA&M in any documentation that is published for the event purposes.

### ○ Promotions

All promotions have to be approved through Corporate Affairs and Marketing. A booking form for Promotions should also be completed 15 working days prior to any promotional event. For more information on promotional bookings, you can enquire at 012 382 4308.

### ○ Alcohol

The TUT Policy on the Consumption of Liquor on TUT Premises discourages the use of liquor, or limits the use as much as possible and bookings should be made in accordance with the policy.

- ☐ The bringing in or consumption of alcohol is prohibited on all premises of TUT without an official liquor licence.

### ○ Facility Management Offices

Facility Management Offices are situated on all TUT campuses and staff will gladly render the necessary assistance and support to all staff and student organisations.

#### **Facility Management (Pretoria Campus)**

Tel: 012 382 4996/7 or 382 5453

#### **Facility Management (Soshanguve South Campus)**

Tel: 012 382 9597

#### **Facility Management (Soshanguve North Campus)**

Tel: 012 382 9375

#### **Facility Management (Ga-Rankuwa Campus)**

Tel: 012 382 0545

#### **Facility Management (Polokwane Campus)**

Tel: 015 287 0739

#### **Facility Management (eMahlaleni Campus)**

Tel: 013 653 3169

#### **Facility Management (Nelspruit Campus)**

Tel: 013 745 3515



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of Technology**  
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