



## **VENUE BOOKINGS**

*The Directorate: Logistical Services is the only Department authorized to lease halls, lecture rooms, auditoriums and open areas.*

- Facilities for Sport are booked through the Sport Division x5399/4121
- Residence facilities (swimming pool, volley ball court and other) are booked through the Residence Division x4856.
- Promotional events on all campuses are booked through Corporate Affairs and Marketing x4308.

Facilities will not be rented to any grouping, structure, business or institution which, in terms of curricular training programmes is in competition with TUT.

Tariffs applicable to venues are published in the approved TUT Tariff list.

## **CONDITIONS**

- The application and official booking form must be completed and signed by the persons indicated and, accompanied by the total amount payable, submitted to the Facility Management Office at least 10 (ten) workdays before the relevant function is due to take place.
- Cancellations must be made in writing to the Facility Manager at least 5 (five) workdays before the date on which the function is due to take place. If a cancellation is made earlier than five workdays before the function is due to take place, the deposit is repayable; if it is made later than five workdays before the function is due to take place, the deposit is forfeited.
- Permission will be granted to student organizations that wish to use halls, lecture rooms, auditoriums and areas/open area only if they have been duly registered at the Student Activities Office. If such an organization has not been duly registered, it has to comply with the same conditions of contract, tariffs and booking requirements as outside organizations.
- The official guardian of the student organization whose application has been approved will be co-responsible for compliance with the provisions as stipulated in the booking form regarding student activities.
- The right of admission is reserved.
- People who attend the function must behave in a disciplined and well-ordered manner throughout. The applicant must requested persons who do not conduct themselves properly to leave the premises immediately. In serious cases of misconduct, he or she should contact Campus Protection Services to take control of the situation x5101/x5102.
- Only someone who has been duly authorized thereto may sign the booking form(s) for approval.
- Rental, as set out in the official list of tariffs, is payable on signing the booking form at the Facility Management Office.
- No keys are to be handed to the applicants to lock or open the facility - ad hoc arrangements will be made for kitchen facilities (if applicable).
- TUT is hereby exempted from any claim which, for whatever reason, arises from the use of the facility concerned and/or the use of liquor.



- Permission to a student or student organisation to host a promotional event must be approved by Corporate Affairs & Marketing. The application form is available at their Office, Building 21, 4th Floor. Contact Person: Juliana Bredenkamp, Tel: (012) 382-4308.
- No church functions will be allowed during TUT exams period or in recess times.

## **USAGE OF LIQUOR**

- The approval of the application does not mean that permission has been granted for selling or serving liquor at a function. An application for a temporary liquor license must be submitted to the Director: Accommodation, Residence Life & Catering and to the Facility Management Office.
- Liquor may be served only if applicable arrangements have been made in advance with the Director: Accommodation, Residence Life & Catering.
- Proof must be submitted that permission has been granted to use the particular facility before permission to use liquor may be granted.
- The applicant assumes full responsibility for any damage that he or she, or any person (s) under his or her control, may cause to any property of the University or to any other property under the control of the University.
- In the case of an external organization, the applicant must personally be present, from start to finished, at a function where liquor is used.
- In the case of a student function, the use of liquor will be permitted only if the guardian concerned will personally be present, from start to finish, at a function where liquor is used. The guardian must be an employee of TUT.
- Please note: It is the policy of TUT to discourage the use of liquor or limit its use as far as possible.
- Bookings are made in accordance with this policy.

## **BOOKING FORM (AA02)**

## **CONTACT DETAILS OF THE FACILITY MANAGEMENT OFFICES**

- Pretoria Campus, Anel Meyer / Zie Khuzwayo / Tina Khanyezi, Building 21-133, Tel: (012) 382-4996/7/5453 /4997 or mail to: [MeyerA@tut.ac.za](mailto:MeyerA@tut.ac.za) / [KhuzwayoZP@tut.ac.za](mailto:KhuzwayoZP@tut.ac.za) / [MagoxoT@tut.ac.za](mailto:MagoxoT@tut.ac.za)
- Soshanguve Campus, Kenny Magolego, Building 12-G22, Tel: (012) 382-9597 or mail to: [MagolegoKO@tut.ac.za](mailto:MagolegoKO@tut.ac.za)
- Garankuwa Campus, Princess Makeleni, Tel: (012) 382-0545 or mail to: [MakeleniS@tut.ac.za](mailto:MakeleniS@tut.ac.za)

Telephone requests will be handled. Request can be faxed to the relevant Facility Management Office.