



Contract no.

Booking no.

APPLICATION FOR BOOKING OF A HALL, AUDITORIUM, LECTURE ROOM OR AREA/OPEN AREA

The institution may grant the APPLICANT permission to use the following in terms of the conditions set out in paragraph 4 below:

Hall	
Auditorium	
Lecture Room	
Area/Open Area	

- *Facilities for sport are booked through the Sport Division (012) 382-5399/4121*
- *Residence facilities are booked through the Residence Division (012) 382-4856*
- *Promotional events on campus are booked through Corporate Affairs and Marketing (012) 382-4308*

On approval of an application, both parties should complete, sign and date the form as set out in par. 5 and 6.

1. APPLICANT

I hereby apply for the use of

Applicant full names and surname: Title:

Department/Division/Organisation:

EXTERNAL CLIENTS

Physical address/domicillium address (not postal address)

.....
.....
..... Code

Telephone: (w) (.....)

Cell:

E-mail address:

ID number:

Type of function (official, unofficial, student or private function)

Nature of function:

Date of commencement:

Ending date:

INTERNAL CLIENTS

Building no: Room no:

Campus:

Employee no:

Entity: Account no:

Signature of cost centre

(h) (.....)

Fax: (.....)

.....

.....

.....

.....

Time to unlock:

Time to lock up:

Time of commencement:

GARANKUWA CAMPUS

Princess Sophumelela Makeleni,
Tel: (012) 382-0545
or mail to:
MakeleniS@tut.ac.za
Fax: (012) 382 0842

PRETORIA CAMPUS

Zie Khuzwayo/Anel Meyer,
Building 21-133,
Tel: (012) 382-4996/4997/5453
Fax: (012) 382-5347
or mail to:
KhuzwayoZP@tut.ac.za or
MeyerA@tut.ac.za

SOSHANGUVE CAMPUS

Kenny O. Magolego,
Building 12-G22,
Tel: (012) 382-9597
Fax: (012) 382-9100
or mail to:
MagolegoKO@tut.ac.za

No telephone requests will be handled.

Request/s can be faxed or e-mailed to the relevant Facility Management Office.

2. FUNCTION DETAILS

No alcohol is allowed at any function on campus without the approval of the Director: Accommodation, Residence Life and Catering, Tel: (012) 382-5516.

- 2.1 Use of liquor: Yes ☐ No ☐
(If "yes" please complete **Appendix A** - on page 4 in full and attach a temporary liquor license, if any)
- 2.2 Kitchen facilities: Yes ☐ No ☐
- 2.3 Number of tables: Steel tables Exam tables
- 2.4 Number of plastic chairs
- 2.5 Cleaning services Yes ☐ No ☐
- 2.6 Number of parking places
- 2.7 **Standby services** Yes ☐ No ☐ (Staff to assist at your function -(Tariff applicable)
- 2.8 **Audiovisual Equipment** (only available in specified venues, no lecture rooms) (**tick in the appropriate block applicable**)
- | | | | | | |
|-----------|------------------------------|-----------------------------|-------------------|------------------------------|-----------------------------|
| a. Laptop | Yes <input type="checkbox"/> | No <input type="checkbox"/> | b. Data Projector | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Screen | Yes <input type="checkbox"/> | No <input type="checkbox"/> | d. Microphone | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e. Sound | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | |
- 2.9 **Catering**

Company Name:..... Contact Person:..... Tel:.....

The following services are available at a tariff as set out in the Approved Tariff List for TUT.

- 2.10 **Additional Services** - (The department responsible for the service has to be contacted directly)
- | | | | |
|--------------------------------|------------------------------|-----------------------------|---|
| a. Engraving/Directional Signs | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Building and Estates – Tel: (012) 382-4501/2/4554 |
| b. Telephone | Yes <input type="checkbox"/> | No <input type="checkbox"/> | ICT Division – Tel: (012) 382-5043/5349 |
| c. Fax Services | Yes <input type="checkbox"/> | No <input type="checkbox"/> | ICT Division – Tel: (012) 382-5043/5349 |
| d. Internet connection | Yes <input type="checkbox"/> | No <input type="checkbox"/> | ICT Division – Tel: (012) 382-5043/5349 |
| e. Plants | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Landscaping Division – Tel: (012) 382-4765/5202 |
| f. Extra Security/guards | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Campus Protection Services – Tel: (012) 382-5101/2/4419 |

2.11 REMARKS

(Any additional arrangement/s you will be making and of which we should take note of)

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3. SIGNATURES

All relevant parties must first sign for approval before the booking can be confirmed.

- 3.1 Facility tentatively available/Facility not available (FACILITY MANAGEMENT OFFICE) (**Par. 3.1 is applicable to internal and external clients**)

.....
Name in printed letters Signature Date

- 3.2 Responsible person at the function (HEAD OF DEPARTMENT, DIVISION OR RESIDENCES/GUARDIAN/DIRECTORATE OF STUDENT LIFE/PRIVATE) - Applicable to internal clients (**Par. 3.2 is only applicable to internal clients**)

.....
Name in printed letters Signature Date

- 3.3 Campus Protection Services and Traffic Control (DIRECTOR OF CAMPUS PROTECTION SERVICES) (Please apply the gathering Act as prescribed by Law) (**Par. 3.3 is applicable to internal and external clients**)

.....
Name in printed letters Signature Date

4. CONDITIONS

- 4.1 This application and booking form (AA02) should be completed and signed by the persons indicated in par. 3a and par. 5. The total amount payable need to be submitted to the Facility Management Office at least ten workdays before the relevant function commences.
- 4.2 Only someone who has been duly authorised thereto may sign the (AA02) form/s as the applicant.
- 4.3 **Cancellations** should be made in writing to the Facility Management Office at least **five workdays before the relevant function starts**. If cancellation takes place earlier than five workdays before the function commences, the deposit is repayable; if it takes place in fewer than five workdays before the function takes place, the deposit will be forfeited.
- 4.4 The deposit is refundable if no damages are incurred at the venue. If any damage occurs the deposit will be forfeited.
- 4.5 Permission will be granted to student organisations who wish to use HALLS, ROOMS, AREAS or FACILITIES only if they have been duly registered at the Directorate of Student Life. If such an organisation has not been duly registered, it has to comply to the same conditions of contract, tariffs and booking requirements as those for outside organisations. See policy for the renting out of facilities.
- 4.6 The official guardian of the student organisation whose application has been approved shall be co-responsible for compliance with the provisions of the User Agreement regarding student activities.
- 4.7 The right of entry is prohibited.
- 4.8 People who attend the function should behave in a disciplined and well-ordered manner throughout. The applicant should immediately request persons who are not behaving themselves to leave the premises. He/she should call Campus Protection Services in serious cases of misconduct to take control of the situation.
- 4.9 Only security officers of Campus Protection Services should be used. Special security and/or traffic arrangements may be made beforehand with the Head of Campus Protection Services.
- 4.10 A report should be drawn up on any damage caused and/or any case of serious misconduct at the function and submitted within 48 hours of the function to the person who has granted permission for the function to be held, and a copy of that report should be sent to the Head of Campus Protection Services.
- 4.11 Rental, as set out in the official list of tariffs, is payable 10 working days before the function commences.
- 4.12 Keys should be handed over to the Facility Manager at 08:00 on the first workday following the function.
- 4.13 This institution is hereby exempted from any claim which, for whatever reason, arises from the use of the facility concerned and/or the use of liquor.
- 4.14 No church functions are allowed during exams or in recess time.
- 4.15 **NO CHURCH SERVICES WILL BE ALLOWED IN THEUNS BESTER HALL**

5. DECLARATION OF APPLICANT (Applicable to internal and external clients)

I, the undersigned, hereby declare that I have acquainted myself with the contents of this document and that I understand it, and I undertake to see to it that its terms and conditions are met.

Signed at on this day of 20

.....
Name in printed letters
(APPLICANT: duly authorised thereto)

.....
Signature

6. APPROVED/REFUSED

6.1 Director of Logistical Services

.....
Name in printed letters

.....
Signature

.....
Date

6.2 Reason for refusal:

.....
.....

For office use only

1. Facility used:
2. Rent:
3. Deposit:.....
4. Standby:.....
5. Audiovisual equipment:.....
6. Other:.....
- TOTAL AMOUNT DUE: R



Contract no.

Booking no.

APPLICATION FOR PERMISSION TO USE LIQUOR AT THESE PREMISES

1. LIQUOR

- 1.1 APPROVAL OF THIS BOOKING (AA02) FORM DOES NOT MEAN THAT PERMISSION IS GRANTED FOR LIQUOR TO BE SOLD OR SERVED AT A FUNCTION. A temporary liquor licence should be obtained if independent liquor sales will take place, and proof of such licence should be submitted to the Director: Accommodation, Residence Life and Catering and the Head of Facility Management.
- 1.2 Liquor may be served only if arrangements in that regard have been made beforehand with the Director of Accommodation, Residence Life and Catering.
- 1.3 Proof should be submitted that permission has been granted that the facility concerned be used, before permission to use liquor, as set out in paragraph 2, can be granted.
- 1.4 The applicant assumes full responsibility for any damage that he, himself, or persons under his control may cause to any property of this institution or to any other property under the control of this institution.
- 1.5 In the case of an external organisation, the applicant should personally be present, from start to finish, at a function where liquor is used.
- 1.6 In the case of a student function, the use of liquor shall be permitted only if the guardian concerned will personally be present, from start to finish, at a function where liquor is used. The guardian should be an employee of this institution.
- 1.7 No alcohol is allowed at swimming pool functions.

.....
Name of guardian in printed letters

.....
Signature

.....
Employee number

**NOTA BENE: It is the policy of this institution to discourage the use of liquor or limit its use as much as possible.
Bookings are made according to that policy.**

2. DECLARATION OF APPLICANT ON USE OF LIQUOR

I, the undersigned, hereby declare that I have acquainted myself with the contents of this document and that I understand it, and I undertake to see to it that its terms and conditions are met.

The sale/serving of liquor will take place from to (times)

Signed at on this day of 20

.....
Name in printed letters
(APPLICANT: duly authorised thereto)

.....
Signature

.....
Employee number

2.1 Liquor license

Copy of temporary liquor licence is attached: Yes ☐ No ☐ Not applicable ☐

3. PERMISSION TO USE LIQUOR

.....
Name in printed letters

.....
Signature

.....
Date

4. CAMPUS PROTECTION SERVICES

.....
Name in printed letters

.....
Signature

.....
Date