

# Communiqué

## 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.



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- 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: Yvonne Nthabiseng Mocumi, Tel: (012) 382-4308/6542.
- No church functions will be allowed during TUT exams period or in recess times.

## USAGE OF LIQUOR

1. 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 the **Policy on the consumption of liquor on TUT premises**.
2. No alcohol may be brought onto, or served, or consumed or sold on any premises of TUT without the permission from the relevant authority.
3. APPROVAL OF THIS BOOKING (AA02) FORM DOES NOT MEAN/IMPLY THAT PERMISSION IS GRANTED FOR LIQUOR TO BE SOLD OR SERVED AT A FUNCTION. A temporary liquor licence must be obtained before alcohol may be sold or served, and proof of such licence must be submitted to Facility Management prior to the event.
4. Liquor may only be served, consumed or sold in areas where the relevant authority has approved the request, and where a valid liquor license was officially and legally allocated to the premises in accordance with the relevant Liquor Act 59 of 2003.
5. 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 institution or to any other property under the control of this institution.
6. In the case of an external organisation, where alcohol will be served or sold, the applicant must be personally present, from the start to the end of the event.



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7. The licensee, manager or any other person dispensing liquor at the premises must take steps to ensure verification of the age of any person who appears to be under the age of eighteen (18) years by requesting an identity document, passport or drivers' license in order to verify the person's age before any liquor may be sold or supplied to them. It is an offence for a licensee, manager or any other person dispensing liquor to sell to a minor, and any contravention will be punishable. Repeat offenders' licenses may be suspended or terminated, as the case may be depending on the provisions of the provincial or national legislation.
8. Where no designated liquor license exists for premises, an application may be made for an occasional license, subject to the permission of the EMC and the relevant authority.

**This application should be read in conjunction with the The Liquor Act 59 of 2003**

### **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 4997/5453/2834 or mail to: [MeyerA@tut.ac.za](mailto:MeyerA@tut.ac.za) / [KhuzwayoZP@tut.ac.za](mailto:KhuzwayoZP@tut.ac.za)/[KhanyeziT@tut.ac.za](mailto:KhanyeziT@tut.ac.za).
- Soshanguve South and North Campuses, Kenny Magolego, Building 12-G22, Tel: (012) 382-9597 or mail to: [MagolegoKO@tut.ac.za](mailto:MagolegoKO@tut.ac.za).
- Ga-Rankuwa Campus, Thabo Chiloane, Building 4-G30B, Tel: (012) 382-0545/0500 or mail to: [ChiloaneTA@tut.ac.za](mailto:ChiloaneTA@tut.ac.za)

Please send your request via e-mail or contact the Facility Management Office directly.