

VENUE AND FACILITY BOOKING DIRECTIVE

1. PURPOSE

To ensure that UNISA venues/facilities are used only by authorised users and that the venues or facilities are used in a safe, efficient, cost-effective and responsible manner, in accordance with the university's policies and the Occupational Health and Safety Act 85 of 1993.

2. DEFINITIONS

Approval or approved	means prior official approval is required for the use of any university venue/facility;
Authorised user	is an internal or external user who obtained approval to use a university venue/facility;
External user	is a person, company or organisation outside of UNISA that enquires about, is interested in making use of or books a UNISA venue/facility;
Internal user	is an employee, department of UNISA or college (or any section thereof) of the university, or the NEC/SRC;
Regional venues or facilities	are university venues/facilities that are not situated in Pretoria or Florida and where a regional representative or other designated person is responsible for the use of the venues/facilities;
University venue	is a room or space used for official and/or non-official purposes which was duly booked and confirmed;
UE1 form	is the catering booking form that requires the responsibility centre manager to authorise the booking of catering for the account of the relevant responsibility centre (RC);
UE2 form	is the venue booking form that requires the RC manager to authorise the booking of a venue at UNISA for the relevant responsibility centre.

3. VENUES

Categories of venues are as follows:

- exam rooms
- boardrooms
- auditoriums
- lecture rooms and halls
- conference rooms
- theatres

4. RENTING OF VENUE/FACILITY¹

- 4.1 The university reserves the right to rent a venue or facility to a prospective user.
- 4.2 The usage of the venue or facility must be in the best interests of the university or the community.
- 4.3 When considering a prospective user's application, the Department: University Estates will consider, amongst other things, the following:
 - 4.3.1 the safety and accessibility of the building and/or venue during use
 - 4.3.2 the safety of the university at large
 - 4.3.3 the general activities of the organisation or the group of people applying to use the venue and/or facility
 - 4.3.4 any other factors deemed necessary during the evaluation of the application.
- 4.4 In evaluating an application, the Department: University Estates will not discriminate against any prospective user on the grounds of race, gender, religion, age, political affiliation, cultural affiliation or any other factor that contravenes the Constitution of South Africa.
- 4.5 The leasing of regional venues/facilities must be done according to the principles of this policy.

5. HIRING OF VENUE/FACILITY

- 5.1 The fee for the hiring of a venue or facility of the university will be determined annually by the Management Committee.
- 5.2 The Management Committee may exempt prospective users from paying the hiring fee, or may reduce the fee payable. This written exemption should be attached to the application of the prospective user.

6. PRINCIPLES

6.1 "First come, first served" principle

The principle of "first come, first served" will apply, but UNISA activities will receive priority.

6.2 Reservations

6.2.1 Reservations by employees, an entity of the university or the SRC

An official application form (UE2 form), duly completed and approved, should be submitted to the Department: University Estates at least 10 working days prior to the intended date of use.

6.2.2 Reservations by external users

Applications (UE2 form) by external users should reach the Department: University Estates at least ten working days prior to the intended date of use.

¹ These rules apply to hiring as well
Approved - Man Com – 20.04.2010

6.2.3 As soon as the application has been processed, the reservation will be confirmed electronically.

6.2.4 In the event that an application cannot be processed, the applicant (prospective user) will be informed immediately so that other alternatives can be discussed.

6.3 Audiovisual and logistical support services

6.3.1 Reservations by employees, an entity of the university, the SRC or external users

An official application form (UE2 form) to request audiovisual support should be submitted to the reservations officer, who will make appropriate arrangements with the Audiovisual, Sound and Photography section at least ten working days prior to the intended date of use.

6.3.2 As soon as the booking has been processed, the applicant will be notified electronically that the request has been granted and processed.

6.3.3 In the event that an application cannot be processed, the applicant (prospective user) will be informed immediately so that other alternatives can be discussed.

6.3.4 If overtime work by employees is anticipated, refer to paragraph 6.7 below.

6.4 Catering services

6.4.1 For catering requirements, an official application form (UE1 form) must be submitted five working days prior to the event date to the reservations officer, who will, in turn, ensure that the relevant caterer receives the information.

6.4.2 Private catering is not allowed on any of UNISA's premises.²

6.5 Safety and security (including access control and parking)

6.5.1 The Directorate: Protection Services is responsible for

- the general safety of the UNISA community and all visitors
- access control to all University facilities, as well as parking arrangements³.

6.5.2 If special parking arrangements are required, the user should contact the Directorate: Protection Services well in advance to make the necessary arrangements.

6.6 Payment for the use of UNISA facility/venue

6.6.1 The fee for the booking of a UNISA facility/venue by an internal user for official university business will be recovered from the budget of the relevant RC.

6.6.2 The fee for the booking of a UNISA facility/venue by an external user must be paid into the UNISA bank account.

² Except for Unisa Irene Park and the Unisa Little Theatre, where private catering is allowed. Special dietary requirements, eg halaal, must be indicated on the UE1 form. The reservations officer will deal with those requests.

³ Including VIP parking

6.7 Overtime

Where overtime work is required, eg after hours, over the weekend or on public holidays, fees for those days will be inclusive of overtime.



PROCEDURES

A. VENUE AND FACILITY BOOKING PROCEDURES

1. VENUE BOOKING PROCEDURES

- 1.1 The prospective users must make their booking enquiry in writing by completing the official booking application form and submitting it to the reservations officer.
- 1.2 The reservations officer checks venue availability and communicates directly with the prospective user.
- 1.3 The reservations officer prepares a written quotation and sends it to the prospective user for acceptance.
- 1.4 Once the reservations officer receives the accepted quotation, he/she will reserve the venue, update the booking system and confirm the booking with the prospective user.

2. RESERVATIONS OFFICER REQUIREMENTS

- 2.1 Prospective users make preliminary bookings by submitting the official booking application form to the reservations officer before applying for the Management Committee's approval (in case they wish to request the Management Committee's approval for using the venue free of charge).
- 2.2 The prospective user submits an enquiry ten days prior to the day of the event.
- 2.3 The principle of first come, first served is applicable.
- 2.4 The UE1 form and the official booking application form (UE2 form) must be properly completed and approved by an authorised person.
- 2.5 The terms and conditions pertaining to the venue booking must also be signed by the authorised person and returned to the reservations officer.
- 2.6 A party hosting sponsored events must submit a copy of the Management Committee's approval for the event together with the venue booking application documents.
- 2.7 The reservations officer will regularly distribute a list of scheduled functions to the affected employees to inform them of their responsibilities in respect of the scheduled functions.

3. DISCOUNTED AND FULLY SPONSORED CONFERENCES HOSTED BY INTERNAL USERS

Internal users can apply to the Management Committee for approval for discounted venue charges or full sponsorship. In this case, the following procedure must be followed:

- 3.1 The RC hosting the conference must submit a proposal/motivation, supported by the executive dean/executive director, to the Management Committee, indicating the benefits and costs breakdown.
- 3.2 The RC hosting the event must obtain the Management Committee's approval as soon as arrangements for the event commence.

4. PROCEDURE FOR EXTERNAL CLIENTS APPLYING FOR A FULLY SPONSORED OR DISCOUNTED RATE VENUE AT UNISA

The Management Committee may resolve to sponsor external companies or organisations applying for a fully sponsored venue at UNISA as a community involvement project. In this case, the following procedures must be followed:

- 4.1 Two months prior to the date of the event, the external user must submit a reservation form (UE1 form) with a written motivation for a full/partial sponsorship to the Conferencing, Catering and Cleaning Services section in the Department: University Estates to reserve the venue provisionally.
- 4.2 The motivation will be presented to the Executive Director: University Estates, who will submit a proposal to the Management Committee.

5. GENERAL

5.1 Prolonged or continued use of facilities

The prolonged or continued use of facilities for events such as church services must be approved by the Management Committee and referred to the Legal Services Department for the preparation of a proper lease agreement to be signed by the parties.

5.2 Employee memorial services

The Department: Human Resources or organised labour must contact the reservations officer to make arrangements and submit an official booking application form for an available venue.

5.3 Organised labour meetings

The Department: Human Resources or recognised unions must contact the reservations officer to arrange a venue for meetings. An approval letter from the Department: Human Resources for the meeting must be submitted to the reservations officer.

6. CATERING SERVICES PROVIDER AT ALL UNISA VENUES

UNISA has appointed external catering service providers on the basis of full risk for the caterers. These caterers have exclusive food and beverage provision rights, although departments making bookings are encouraged to negotiate prices in accordance with their budget and needs. The caterers are required to make efforts to accommodate UNISA at all costs.

- 6.1 No other caterers, except the officially appointed catering service provider, are allowed to provide catering services at UNISA facilities. The UE1 form must indicate special dietary requirements. The reservations officer will forward this UE1 form to the relevant caterer five days prior to the event.

- 6.2 Exceptions with regard to the catering service provider will be made only if UNISA is sponsored by an external company that will provide catering as the sponsor for that event taking place on UNISA premises.

B. GENERAL RULES AND CONDITIONS FOR THE USE OF UNIVERSITY FACILITIES

Applications and reservations

1. The prospective user must make his/her booking enquiry in writing by completing the official application form and submitting it to the reservations officer. The person who signs the application form on behalf of the user guarantees that he/she has the authority to do so and that the user will fulfil his/her obligations towards the university.
2. The reservations officer will verify the availability of the venue/facility and,
 - 2.1 if the venue/facility is available, the prospective user will receive confirmation electronically that the venue has been booked in the prospective user's name.
 - 2.2 in the event that an application cannot be processed as result of the unavailability of the venue, the prospective user will be informed immediately so that other alternatives can be discussed.
3. UNISA reserves the right to reject an application.
4. No public announcement regarding the use of the facility may be made until the reservation has been confirmed by UNISA and accepted by the prospective user.
5. If the use of additional facilities are required beyond those specified in the original application form, application must be made to the reservations officer, who may approve the request and adjust the charge for such facilities.
6. The unofficial occupation of any UNISA venue or facility is not permitted. To control and facilitate the effective administration of UNISA venues and facilities, all users should have a confirmation number as proof of any reservation made.
7. UNISA will not be liable for any damages or loss of any nature to the user, his or her employees, clients, patrons or agents in respect of any failure or defect in the arrangements for the lighting, air conditioning, electricity or water supply to the venue or facility, however caused.

Payment by external users

8. UNISA's facilities may be reserved on payment of a 10% deposit of the total amount charged, as agreed per quotation (which will be forfeited if the reservation is cancelled), and the balance must be paid no later than ten calendar days before the event in question.
9. The amount must be paid into the UNISA ABSA Bank account and proof of payment must be submitted to the reservations officer prior to the event as confirmation that the client intends to use the UNISA facility.
10. The hiring tariffs and service charges are **payable in advance**.

Use of venue/facility

11. The unofficial occupation of any UNISA venue or facility is not permitted. To control and facilitate the effective administration of UNISA venues and facilities, all users should have a confirmation

number as proof of any reservation made. In the event that any venue or facility is occupied without permission, the Directorate: Protection Services will ensure that the venue is vacated immediately.

12. The user is responsible for any breakages or damage of any description to the venue, furniture, fittings or other property of UNISA that has occurred during the period of use. Should any venue or item be found to be defective by the user, it must be reported to the halls manager or his/her representative before being used. Failure to do so will result in all venues and items being considered to be in working order.
13. The user will be responsible for replacing any article owned by UNISA that is lost or missing from any venue or facility during, or in connection with, any use.
14. UNISA does not, under any circumstances, accept responsibility or liability in respect of any damage to or loss of any property or articles whatsoever placed on or left at the premises by the user, his or her employees, guests, clients, patrons or agents.
15. UNISA reserves the right to enter, at any time for whichever purpose, the venues or facilities made available for use.
16. No posters, notices, placards, decorations, flags, streamers, emblems or advertisements may be erected or exhibited on or in the halls or at any entrances to the hall or grounds without UNISA's prior approval.
17. No internal decorations of any description, except reasonable floral decorations, will be permitted without the consent of UNISA. No nails, screws, putty-like adhesives or similar objects may be affixed to any part of the buildings or equipment.
18. Prior approval for any exhibition whatsoever must be obtained from UNISA.
19. No furniture or article that is the property of UNISA may be moved or removed from any venues, halls or facilities by the user.
20. After every function, the facilities are to be inspected by both the responsible person on duty and the user simultaneously, and all damage to the facilities will then be noted.
21. The user will be responsible for the cost of repairing any such damage.
22. The making available of facilities in terms of this agreement will not be deemed to convey any sanction by UNISA for the performance or exhibition of any musical or other work without the consent of the copyright owner. The user must obtain the consent of any such owner as may be required by law. If so requested by UNISA, the user must produce satisfactory proof that such consent has been granted prior to any such performance or exhibition. Failure to produce such proof will entitle UNISA to summarily cancel the agreement with the user by means of written notice. The right of the user to use or continue using the venue or facility will immediately cease and UNISA will not be liable to make good or refund any fees and service charges paid in advance or otherwise for the use of such facilities.
23. No overcrowding of the venue or facility may take place and the number of people allowed into the venue will be limited to the seating capacity of the particular venue or facility. No persons will be allowed to congregate in the passages, aisles or doorways of the venue. Once the available seating capacity has been reached, the user of the venue must prevent the admission of any more people.
24. When the cafeteria's facilities are used, the cafeteria rules are applicable and the user must ensure that all his or her employees, guests, clients, patrons or agents abide thereby.
25. When a user uses the telephone service of UNISA, he or she accepts responsibility for the payment of all calls made by persons attending the function, as well as persons assisting with

the function, at rates fixed by UNISA.

26. The making available of facilities does not necessarily include the provision of parking facilities.
27. UNISA reserves the right to amend its tariffs at any time.
28. Additional services that are required may only be supplied by UNISA, unless UNISA consents to the use of an external party to provide such services prior to any function.
29. All catering must be supplied by the UNISA contracted catering service provider, and no private caterers are allowed on UNISA grounds.
30. Should it be necessary to move a piano or other musical instrument, the user must arrange with UNISA for this to be done. Permission to use a grand piano or the UNISA organ must be obtained two days before the event takes place.

Breach of agreement

31. UNISA reserves the right to cancel the agreement with the user without payment of any compensation for any possible loss to the user as a result of such cancellation in the event of any breach of contract by the user or if UNISA deems that the cancellation would be in the interest of law, morality or the safety of UNISA and other users of its facilities.

