

VENUE AND FACILITY BOOKING POLICY

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;
Audiovisual	refers to any of the following equipment: data projector, overhead projector, laptop, sound system, DVD player and video player;
Authorised user	is an internal or external user who obtained approval to use a university venue/facility;
Booking agent	is a delegated and authorised person who creates a reservation on the venue booking system;
External user	is an external natural or juristic person, or organisation to UNISA, who enquires and is interested in making use of or booking a UNISA venue/facility;
Internal user	is an employee, department and college (or any section thereof) of the university, or the NSRC/RSRC;
Requestor	is a person who initiates a reservation by submitting the request to a booking agent;
Reservation officer	is an employee of the Department: University Estates who finally approves reservations and is responsible to resolve booking conflicts;
RC code	is the financial responsibility centre code allocated to the relevant users department, college or directorate;
University venue	is a room or space used for official and/or non-official purposes that was duly booked and confirmed;
Venue coordinators	is an employee of the Department: University Estates who coordinates venues and makes sure that all amenities and services are arranged and attended to by the responsible departments or individuals.

3. VENUES

Categories of venues are as follows.

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- Examination rooms
- Boardrooms
- Auditoriums
- Lecture rooms and halls
- Conference rooms
- Video conference rooms
- Theatres

4. HIRING AND RENTING OF VENUE/FACILITY

- 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 others, 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 which 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 FEE OF VENUE/FACILITY

- 5.1 The fee for the hiring of a venue or facility of the university will be determined annually by the University Estates Management Committee and recommended for approval to the Management Committee.
- 5.2 The Management Committee may exempt prospective users from paying the hiring fee or 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 All venue/facility bookings will be done through the official UNISA electronic on-line facility management booking system.
- 6.2.2 Specific individuals within departments will be authorised and given access to the system for the booking of venues and facilities (booking agents).
- 6.2.3 The reservation officer oversees all booking requests and is responsible to resolve any disputes.
- 6.2.4 Not all venues/facilities will be bookable and some venues/facilities will only be bookable by the reservation officer.
- a) All booking requests are channelled through an authorised booking agent at least 10 working days before the intended day of use.
- b) Booking agents follow the electronic on-line bookings process as described in the PROCEDURES section of this policy.
- 6.2.5 All bookings made by requestors are provisional bookings, until the bookings have been confirmed by the reservation officer.
- 6.2.6 As soon as the application has been processed and approved, the requestor receives a notification e-mail to inform him/her that the venue booking request has been approved by the reservation officer.
- 6.2.7 In the event that an application cannot be processed, the applicant (prospective user) will be informed immediately so that other alternatives can be discussed.
- 6.2.8 Reservations by internal and external users.
- a) Applications by internal and external users should be made to the reservation officer as per the table below:

Venue capacity (number of people)	Minimum number of booking days before the intended day of use
1-50	2
51 -150	6
More than 150	10

- b) The official UE2 application form to be used for this purpose.
- 6.2.9 All reservations are managed by the Department: University Estates.

6.3 Audio visual and logistical support services

The booking request for a venue makes provision for the use of audio-visual services. The venue coordinators and audio visual technicians will make appropriate arrangements.

6.4 Catering services

For catering requirements, an official catering request must be completed through Oracle by the requestor, at least five working days prior to the event date to one of the official caterers.

6.5 Safety and security (including access control and parking)

6.5.1 The Directorate: Protection Services is responsible for:

- a) the general safety of the UNISA community and all visitors.
- b) access control to all university facilities, as well as parking arrangements.¹

6.5.2 If special parking arrangements are required, the user should contact the Directorate: Protection Services in advance to make the necessary arrangements (at least 10 working days before the event).

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.

6.6.3 75% deposit for external user must be paid five days prior to the event.

6.7 Overtime

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



¹ Including VIP parking
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