

## POTCHEFSTROOM CAMPUS

### **APPLICATION FOR THE USE OF PREMISES, SPACES OR BUILDINGS OF THE UNIVERSITY AND SAFETY AND SECURITY PLANNING FOR EVENTS**

#### **DEFINITION OF TERMS**

1. **Spaces** mean premises, including parking lots, facilities or buildings, also carports and stores of the Potchefstroom Campus of the North-West University.
2. **Responsible person** means the staff member of the University appointed within a subsection of the University to handle all arrangements and leasing of (a) particular space(s).
3. **Subsections of the University** mean all faculties, schools, departments, institutes, bureaus or any department functioning within the organisational structure of the University.
4. **Safety and Security Planning for Events** means to determine if an event is a high, medium or low risk event and classified according to the stipulations of the SA National Standards (SANS 10366:2005) Health and Safety at Live Events and Act no.2 of 2010 (Safety at Sports and Recreational Events Bill).

For the Potchefstroom Campus, the application form has to be submitted, in writing, to the Dept. Facilities and Technical Services, Building G14, Room G05 **at least 30 days** before the proposed date of use.

**PLEASE NOTE: ALL APPLICATIONS FOR ACTIVITIES THAT MAY BE CLASSIFIED AS A LOW, MEDIUM OR HIGH RISK EVENT IN TERMS OF THE “SAFETY AT SPORTS AND RECREATIONAL EVENTS ACT 2010” MUST REACH THE SAPS HEAD OFFICE IN PRETORIA 6 MONTHS AHEAD OF TIME FOR EVALUATION AND CATEGORISATION. WHERE RELEVANT THE APPLICATION MUST BE MADE VIA PROTECTION SERVICES.**

Applications must include **the full particulars** as required below before the application can be processed. No uncompleted applications will be accepted

Applicants are reminded of the fact that the use of the University’s spaces may only occur with the University’s permission and subject to the set conditions, among which payment of the prescribed fees (where applicable). **Anyone found to be without such permission, will be regarded as a trespasser.**



**APPLICATION / INFORMATION OF THE EVENT**

1. Describe the Full Name of the event : .....
2. Describe the Type of event : .....
3. Describe the purpose of the event : .....
4. Which specific areas/venue will be use : .....
5. Would you require any audio visual equipment : .....
6. Date(s) of contemplated use :  
Initial date : ..... Conclusion date :.....  
Times : .....
- (Attached a detailed program of the above mention activity)**
7. What risks (if any) do you foresee during the presentation of the event .....
8. Are you aware of any social, economic, political or security risks that can have an influence, seen out of a safety and security view .....
9. Number of persons involved with the contemplated use .....
10. Composition of the group (e.g. age, gender, students, learners, family or other relationships .....
11. Specific requirements, ie. reserved parking, additional cleaning, toilet facilities (for tables/chairs an additional form attached should be submitted with this application- a separate form is available should you require equipment such as tables and chairs) .....
12. Will you be serving any eats? .....**(YES/NO)**. If **YES** who is the caterer’s or person responsible for the preparation of eats.....  
Any caterers serving food on the NWU facilities must hand in a certified copy of their COA (Certificate of Acceptability) issued by Department of Health, at Manageress of the Cafeteria, Reonette Jansen. And must have a certified copy of this certificate available whilst serving food on the NWU premises  
Caterers are not allowed to make use of any NWU kitchen facilities to prepare or serve the food from. No cleaning of any cutlery or crockery will be allowed in any of the NWU kitchens



Tegniese Dienste / *Technical Services*  
Potchefstroomkampus / *Potchefstroom Campus*

13. Do you anticipate that people participating in the contemplated activities will use any alcoholic beverage or habit-forming substances. **Please confirm should alcoholic beverages be used whether it will be served FREE OF CHARGE or SOLD (YES/NO) ?** .....

**NB! The usage of alcohol on the NWU facilities must be coordinated with the Manageress of the Cafeteria, Reonette Jansen For a cash bar a liquor licence has to be obtained. This must be done TWO WEEKS in advance of the date of the function and submitted to the Cafeteria Manager**

14. Cost for the usage of facilities .....

15. Can the contemplated activity in any way lead to the play of music, dancing, crowding or making of noises that could be disturbing to anyone reasonably attempting to participate in a core activity of the University, or that could completely or partly deprive such person of such opportunity (YES/NO)?.....

16 If you answered “yes to 7, 8, 12 and or 13 please give details of the measures you have put in place in order to ensure that the institutional culture of the University and the good order on its campuses will not be compromised by the conduct of participants in the contemplated activity (Describe)

17. Have you, or the group for which this application is made, ever made use of any University space before? Give details: .....

**Conditions**

- 1) Reservations take place by way of this agreement. No telephonic or oral reservations shall be valid.
- 2) No space may be used if it is not included in the lease.
- 3) VAT will in all instances be levied on existing tariffs, unless the **Lessee** can produce proof of VAT exemption.
- 4) The **Lessee** undertakes to do nothing, and to see to it that nothing is done, that could affect or render invalid the insurance policies pertaining to the spaces in question and/or related spaces or parts thereof.
- 5) Receptions are not allowed in formal spaces, but may be held in the foyer (informal spaces), if available, and if approved in advance by the responsible person. No refreshments may be consumed in the formal space.
- 6) The use agreement does not grant the **Lessee** any right to practise own catering or other commerce activity in the space concerned. The **Lessee** shall also not be entitled to exhibit, affix or use any advertising material/apparatus in the space concerned or any other part of the complex. Applications to acquire the abovementioned rights may be submitted for consideration to the responsible person.

- 7) Where catering forms part of the presentation/function, the necessary arrangements must be made, in advance, with the Cafeteria Manager and the responsible person.
- 8) The University's prescriptions concerning smoke-free spaces must be adhered to at all times.
- 9) No departmental posters or notices may be removed.
- 10) The **Lessee** must please take note that, for the distribution of posters or other advertising material on the Potchefstroom Campus of the North-West University, approval (stamp) must be obtained from the Students' Representative Council (SCR) of the relevant campus of the North-West University. Any breach of this provision will result in the imposition of a previously determined fine, per poster, by the relevant SRC.
- 11) The **Lessee** shall be responsible for the placement of posters on the campus – in the prescribed places as determined by the relevant SRC of the Potchefstroom Campus of the North-West University. Removal of posters after the presentation/function shall also be the responsibility of the **Lessee**.
- 12) Under no circumstances may the space be left unattended when open. The **Lessee/user** shall be held liable for lost or damaged equipment.
- 13) The space must be inspected in advance by the **Lessee** and the **Lesser**, and they must confirm in writing that the space and equipment were received in good order, and after the lease period the space must be inspected again by both parties in order to determine any possible damage or loss.
- 14) The **Lesser** reserves the right to hold back any part of the deposit until such time as it can be determined what loss, if any, the **Lesser** suffered as a result of damage not known yet at the conclusion of the lease period. The **Lessee** shall be liable for any damage of whatever nature.
- 15) Should any damage or loss result from the direct or indirect negligence of the **Lessee**, his agent or employee, the **Lessee** shall remain fully liable therefore. This provision holds for all damage, of whatever nature, to the premises, furniture, equipment, appliances, curtains, or any other property of the **Lesser**. All damage must be reported to the **Lesser** without delay so as to enable the **Lesser** to carry out the necessary repair work at the **Lessee's** cost or to have such repair work done.
- 16) The **Lesser** is not liable to the **Lessee** or any other person for any loss or damage, of whatever nature, arising, directly or indirectly, from the **Lessee's** presentation or this use agreement. This provision also applies to any damage to adjacent space, whether or not that of the **Lessee**, and whether or not the space is used for his presentation. The **Lessee** hereby indemnifies the **Lesser** against any claims, including claims relating to death or personal injury that could be brought against the **Lesser** and that arises directly or indirectly from, or in connection with, this use agreement of the **Lesser**.
- 17) The **Lessee** must ensure that no kerosene, or petroleum or other flammable or volatile liquid is brought onto, stored or used on the premises.
- 18) The **Lesser** shall be responsible for the payment of all costs pertaining to traffic and other arrangements as agreed upon.
- 19) The **Lessee** must observe the fire rules of the Potchefstroom Campus of the North-West University and may not use any apparatus on the premises which causes an open flame.
- 20) The **Lessee** must ensure that the instructions and provisions of the Fire-brigade of the Potchefstroom City Council are observed.

- 21) The **Lessee** must see to it that any rightful order or instruction from the Director Protection Services, Traffic Chief or any other duly authorised office bearer of the Potchefstroom Campus of the North-West University, the City Council of Potchefstroom, the SA Police Service, or any other competent person of authority, is complied with.
- 22) No piece of furniture or any article of whatever nature that belongs to the **Lesser** or that is in a space, may be removed from the space, or moved from one part of the space to another without the **Lesser's** permission.
- 23) The **Lesser** assumes no responsibility for any furniture, appliances or equipment or any other item brought by the **Lessee** to or onto the premises or the space, or for damage to such articles. Should the **Lessee** fail to do so, such articles shall be removed and stored at the end of the service period, at the **Lessee's** cost. However, if such articles are not claimed within one (1) month, they can be sold by the **Lesser** to cover cost of removal and storage.
- 24) No cleaning services, box-office services, usher services or any other services are provided.
- 25) The space must be evacuated no later than the time agreed upon.
- 26) The responsible person in the case of category 1 and 2 letting shall be responsible for unlocking and locking of the space concerned. It entails the following:
  - \* fetching the key at Protection Services,
  - \* signing out the key,
  - \* unlocking the space,
  - \* locking the space, which includes locking **all inside doors**, i.e. making sure that the emergency doors are also locked from the inside,
  - \* deactivating and reactivating the alarm system,
  - \* returning the keys to Protection Services **immediately** after use.
- 27) In case of category 3 letting (outsiders) spaces must be unlocked and locked by the **Lesser** concerned or by Protection Services.
- 28) If a space will not be used anymore, any reservation must be cancelled timeously. The **Lessee** may forfeit the reservation deposit if such cancellation is not received at least 7 calendar days before the start of the lease period.
- 29) The **Lesser** shall not be liable for any inconvenience or loss resulting from the interruption of water or electricity services, or any other event relating to the provision of such services.
- 30) The **Lesser** assumes no responsibility for any casualty or accident happening to an employee or guest of the **Lessee** and the **Lessee** shall make arrangements with regard to insurance in terms of the Workmen's Compensation Act or any other Act, Ordinance or Regulation.
- 31) Specific arrangements, where applicable, concerning the release of spaces is contained in the appendix attached herewith and forms part of the lease contract entered into.



**Contact Details of the Applicant/organizer:**

Name of the Organiser \_\_\_\_\_

Surname of the Organiser \_\_\_\_\_

Personal or Student No \_\_\_\_\_

Organization who will be hosting the activity \_\_\_\_\_  
 Organization/Faculty/School/Department/Hostel/committee

Name of organization who will be hosting activity \_\_\_\_\_

Physical/residential address \_\_\_\_\_

Postal address \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

Mobile number \_\_\_\_\_

E-mail address \_\_\_\_\_

**ORGANISER AND OTHER CONTACT PERSONS**

Capacity	Name	Surname	Contact cell phone number



**UNDERTAKING**

I.....  
(full name/names and surname), the undersigned, hereby assume full responsibility my personal negligence and guarantee that my actions will not compromise the institutional culture or the preservation of good order at the University. I further commit myself to indemnify the University completely should any damage or harm arise from the contemplated activity due to my negligence. I hereby guarantee that I will cooperate with the University’s authorised officials to try to ensure the institutional culture and order at the University as well as the safety of the participants in the contemplated activity and their property during the contemplated activity.

Signed in ..... on the ..... day of .....

.....  
ID number:

.....  
Signature of applicant/organizer/responsible person

**FOR OFFICE USE ONLY**

**COSTS INVOLVED / COMMENTS**

.....  
.....

.....  
**RECOMMENDATION: ME ADELE BEUKMAN-HYLAND**