

The Residence on and off campus events application and approval process

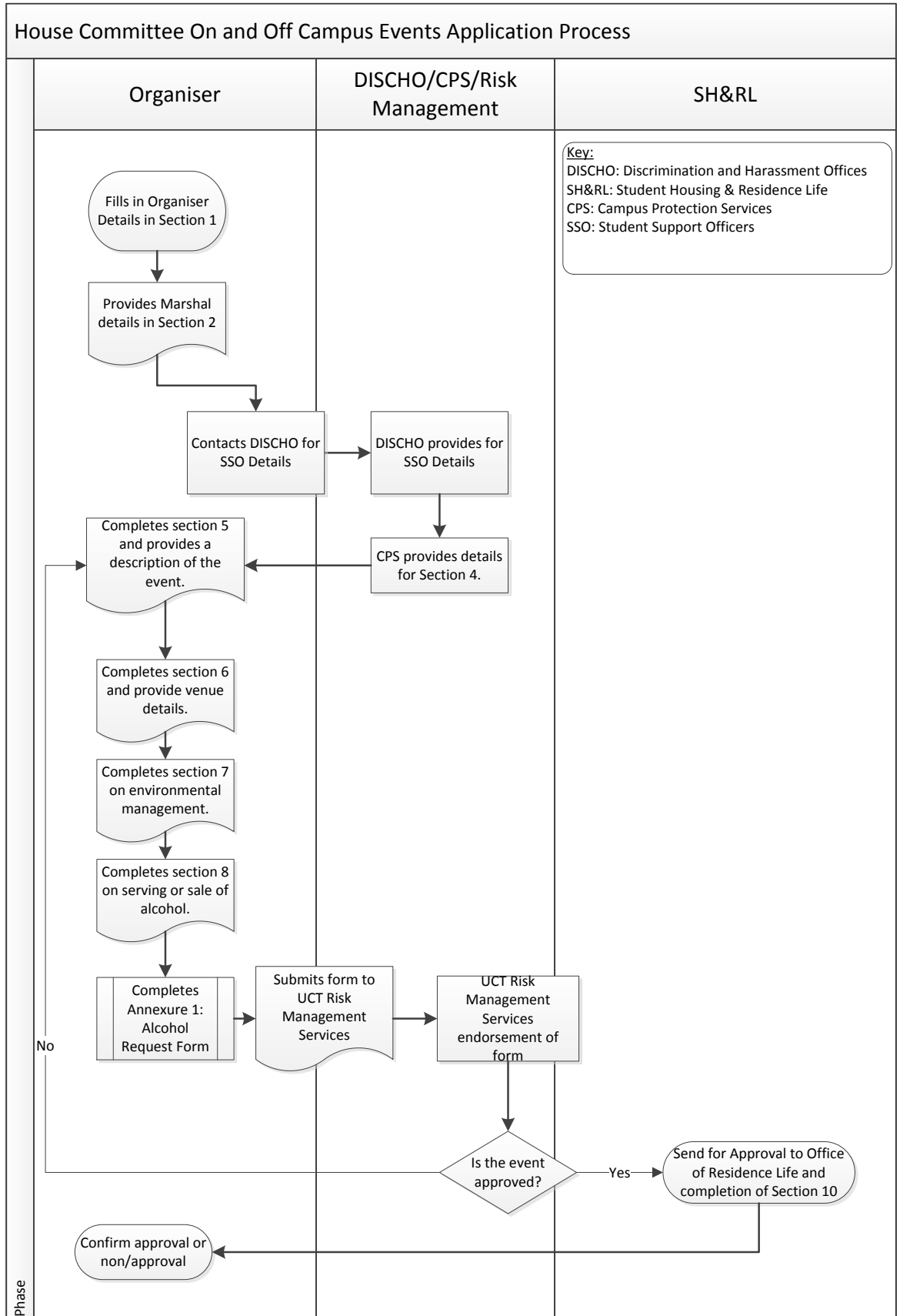
Introduction

The process for application and approval of residence events is provided for designated members of Residence House Committees.

Description

The process below indicates the necessary steps to for approving residence events.

Process



Completing a House Committee on and off campus application



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Introduction

Completing a House Committee on and off campus application form is required for Residence events organised by residence leadership teams

When to perform

When organising a residence event that is approved by the house committee.

Before you begin

The event must be approved by the House Committee as per the Residence Constitution and House Rules.

You must have

- A House Committee on and off campus events application form.
- The form can be requested from the House Committee Secretary General, or the Office of Residence Life, Governance and Leadership Desk, Cadboll House, Avenue Road.
- Details of the planned residence events, such as date, venue, number of attending guests, logistical requirements, catering requirements.
- Protocols and Procedures for hosting ministerial visits.



Note

Additional protocols can be requested from the Communications and Marking Department (CMD).

Procedure

Part 1: Organiser Details

1. In the <Section 1: *Organisers Details box*>, complete the <Name of Organisation/committee>
2. In the <Name of organizer> field, provide the name and surname of the event contact person.

To determine expected attendance of stakeholders, please see the <Expected Attendance field> for reference:

	Expected Attendance	Less than 200	200-500	Over 500
1	CPS	2	4	6
2	Marshalls	5	10	15
3	Gender Initiative	2	4	6
4	Traffic officials	Depending on the number of vehicles used		

Figure 1: Stakeholder attendance table

Part 2: Marshall Details

Part 3: Discho Support Officers

Part 4: Campus protection Services (CPS)

Part 5: Description of the Events

1. In the <Section 5: *Description of events*> box, in *point No. 1* provide the <Date of the proposed event>
2. In *point no. 2*, fill in the <*No. of guests expected*>
3. In *point no. 3*, give a <*Brief description of guests (VIP, students etc.)*>
4. In *point no. 4*, indicate the <*Nature of the proposed event*>
5. In *point no. 5*, indicate the <*Venue/location*>
6. In *point no. 6*, attach <*The programme of events*>
7. In *point no. 7*, provide the <*Start and End Time*>

 **Note**

All campus functions must cease at midnight on Friday, Saturday or before the holidays but at 11.00pm on every other night.

Part 6: Venue Details

1. Complete the <*Section 6: Venue details*> box information.

Part 7: Environmental management

1. Complete the <*Section 7: Environmental management*> box information.

 **Note**

- No Glass Bottles are allowed on campus
- For more information or assistance feel free to contact uct.gci@gmail.com

Part 8: Liquor – serving or sale of alcohol

1. Complete the <Section 8: Liquor – serving or sale of alcohol> box information.

 **Note**

Please ensure that the necessary liquor license has been granted in the case of the sale of alcohol. Ensure that the university policies and procedures in respect of the sale of alcohol are adhered to.

Part 9: UCT Risk Management Services



Section 9: RMS (Risk Management Services) advises on all legal requirements and best practice by conducting risk assessment and profiling of all UCT events and activities. RMS consist of the S.H.E.(Safety, Health and Environment) department, Traffic and Security representatives. All applications will be considered on a weekly basis. It is imperative that organizers submit applications timeously. RMS services is contactable via Mr. M. Langley – Michael.Langley@uct.ac.za. Speed dial - 8016

Part 10: Approval

If No. of Guests is	Then Approval
1. Less than 100	<ul style="list-style-type: none"> • House Committee • Residence Warden
2. More than 100	<ul style="list-style-type: none"> • House Committee • Residence Warden • Residences Committee Deputy Chair
3. More than 100 in residence environs	<ul style="list-style-type: none"> • Residences Committee Deputy Chair
4. More than 100 in UCT environs and off campus	<ul style="list-style-type: none"> • Executive Director, Department of Student Affairs or nominee

Fill in date of submission and hand in form to Office of Residence Life, Cadboll House.

About the House Committee on and off campus events application form.

Introduction

Residences House Committee members organise and plan for events each academic year. The applications form provides the information required to apply for permission to hold a house committee event in residence, or its environs and off-campus.

Application

All applications are to be submitted two weeks prior to the event.

Agreement

I Agree to the Following:

Section 1: Organisers

1. The organisers will be appointed to monitor the event to ensure compliance to the conditions set out for the approval. The organizer(s) of the function (s) shall be jointly and severally liable for the damage caused as a result of the function.



Example

Organisers can be House Committee or sub-committee members.

- 1.1. Gender initiative: please note that this is not an active structure, but members nominated by the house committee to perform this function should be given some basic guidelines.

Section 2: Marshall Details

1. All on campus functions must cease at midnight on Friday, Saturday or before the holidays but at 11:00pm on every other night.

Section 3: Discho Support Officers

Ensure full details of Student Support Officers are provided.

Section 4: CPS

- Ensure full details of Campus Protection Services are provided.

Liability:

1. The organizer(s) of any function shall be jointly and severally liable for any damage caused as a result of the function.
2. The University shall not be liable for any:

- loss or expense incurred by any person resulting from the denial, withdrawal or modification of permission to host a function on the campus.
- Loss or expense incurred by any person in making arrangements to host a function before permission is granted or denied; or
- Damage resulting from a function

Breach:

1. Students are subject to disciplinary procedures. Breaches of rules and Council policy in relation to the serving or selling of alcohol will be referred to the responsible official for possible disciplinary action.
2. The office bearers of any recognized University student body must be personally liable for any breach of any University rule committed by members of that body in the name of that body, unless such office-bearers establish that they took all reasonable steps to prevent the breach of such rule(s). (RCS 13.2)

ANNEXURE ONE

1. Alcohol request form
2. The completed version of this annexure is to be submitted with all requests for the purchase of alcohol.
 - The University Council reserves the right to control or limit the serving or selling of alcohol on campus.
3. A maximum of two hard drinks per students will be served should the house committee decide that alcohol will be served. Only guests 18 years or older are allowed to sign up.



Note

This is a pre-condition for the release of funds.