



Student Housing & Residence Life

Application for permission to hold an event

The following process must be followed to apply for an event:

- **According to rule RCS 9.2 in Handbook 3: General Rules And Policies and the Policy on Serving or selling alcohol on the campus by students, please take note of the following:**
 - A. The Warden of a Residence to approve any function held within the residence, after consultation with the relevant offices such as the OIC, Health, Safety, and Security.
 - B. The Warden of the Residence and The Deputy Chair of the Residences Committee to approve any function held in the name of the specific residence but outside of the specific residence, after consultation with the relevant offices such as the OIC, Health, Safety, and Security.
 - C. The Director: SH&RL to approve any function held entirely or in part in the grounds of or parking lots adjacent to residences, after consultation with the Wardens concerned and after ensuring that the relevant OIC, health, safety, and security protocols shall be in place.
 - D. The ED: DSA to approve any function (other than the functions contemplated in Paragraphs (A), (B), and (C) above) proposed by a student or a student organization which is to take place on any part of the campus after ensuring that the relevant OIC, health, safety, and security protocols shall be in place.
- **Therefore, when submitting the events forms, the house committee members must first collect all the signatories stipulated on the form which includes the Head Student, OIC official, Occupational Health, Safety & Environmental Officer and CPS. While these are advisory recommendations, the final approval rests with the Warden.**
- **Please note, all orientation events shall receive the final approval of the OCC after having received approval by the Wardens and the Director: SH&RL. Approvals shall take into consideration the relevant OIC, occupational health, safety, environment and security protocols. The Office of Residence Life shall facilitate the communication of the outcomes to the House Committees**

SECTION 1: ORGANIZER’S DETAILS		
Name of organization or Committee		
Name of Organizer:	Email:	Cell:
Name of Head Student:	Email:	Sign:

The above 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 from the function.



FOR SECTIONS 2,3,4 PLEASE NOTE THE FOLLOWING POLICY STIPULATIONS

	EXPECTED ATTENDANCE	LESS THAN 200	200-250	OVER 500
1	CPS	2	4	6
2	Marshalls	5	10	15
*3	Gender Initiative	2	4	6
5	Traffic Officials	Depending on the number of vehicles used		

SECTION 2: MARSHALLS					
	NAME	SURNAME	UCT EMAIL	MARSHALL TYPE	CELL NUMBER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

SECTION 3: OFFICE FOR INCLUSIVITY AND CHANGE SUPPORT OFFICERS (IF AVAILABLE)			
Name	Surname	Email	Tel:
OIC Representative			
OIC Emergency SGBV Standby Service (16h00 – 08h00)			
<p>Gender Marshalls listed for the event must have attended the mandatory workshop with the Survivor Support Specialist</p> <p>Survivor Support Containment Room to be provided for the event.</p>			
<p>_____</p>			



***Contact Sianne.alves@uct.ac.za at OIC to be guided to the correct OIC representative**

SECTION 4: CAMPUS PROTECTION SERVICES				
	Name	Surname	Email	Cell-phone
1	CPS Representative			
			Signature:	

***Contact Sidwell.ntshibilikwana@uct.ac.za at CPS to be referred to the relevant representative**

SECTION 5 : DESCRIPTION OF THE EVENT		
1	Date of proposed event	
2	No. of guests expected	
3	Brief description of guests (VIP, students etc.)	
4	Nature of proposed event	
5	Venue/Location	
6	Program of event (please attach)	
7	Start and End time	
8	Containment Room for the event (OIC)	

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

SECTION 6: VENUE DETAILS				
		Yes	No	Brief explanation
1	Has the venue been booked?			
2	Have plans been made to manage access appropriately?			
3	Is there a plan to prevent damage to property?			
4	Has a fire safety assessment been conducted by the Occupational Health, Safety & Environment Manager (OHSE)?			
5	Were the neighbors appropriately advised of the event? Please note if they raised any objections.			
6	Were additional plans been made to manage the impact (if any) on adjoining buildings?			
7	Are there plans to manage sound?			
8	Is the venue disabled friendly?			
9	Has CPS been notified to manage the guest register?			



Section 7: Environmental Management				
	Recyclable Present	Yes	No	Is there Recycling? Please give an explanation of how, or else why there is none.
1	Cans			
2	Glass			"No glass bottles are allowed on campus"
3	Plastic			
4	Paper			
5	What other steps are being taken to make the event environmentally friendly?			

Note for section 8: OHSE (Occupational Health, Safety & Environment Officer) advises on all legal requirements and best practice by conducting risk assessment and profiling of all UCT events and activities. All applications will be considered on a weekly basis. It is imperative that organizers submit applications timeously.

OHSE services is contactable via Mr. M. Langley – Michael.Langley@uct.ac.za. Speed dial - 8016

SECTION 8: PLANS		Yes	No	Comments by OHSE services:
1	Have you discussed an emergency, medical and evacuation/crowd control plan with the RMS? <i>*Please note that not all beaches have lifeguard services</i>			
2	Have you discussed a security plans OHSE?			
3	Have you made provision for an environmental management plan through OHSE?			
4	Have you confirmed the venue layout plans with OHSE?			
5	Have you discussed the transport management plan with OHSE?			
6	Have you arranged a marshal briefing in consultation with OHSE?			

Please note the following:

All applications to be submitted in good time, **preferable two weeks prior to the event.**

Liability: The organizer(s) of any function shall be jointly and severally liable for any damage caused as a result of the function.

The University shall not be liable for any:

a.loss or expense incurred by any person resulting from the denial, withdrawal or modification of permission to host a function

on the campus.

b.Loss or expense incurred by any person in making arrangements to host a function before permission is granted or denied; or

c.Damage resulting from a function

Breach: 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 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)



Checklist	Attachment	Comment
<i>OIC recommendation</i>		
<i>OHSE recommendation</i>		
<i>CPS recommendation</i>		
<i>Final Recommendation and/or approval by Warden (Approval Authorities Section A)</i>		
<i>Approval by Deputy Chair of Residences Committee (Approval Authorities Section B)</i>		
<i>Approval by the Director SH&RL (Approval Authorities Section C)</i>		
<i>Approval by the Executive Director DSA (Approval Authorities Section D)</i>		

	SECTION 9: APPROVAL AUTHORITIES		Warden	Deputy Chair of Res Com	Director of SH&RL	ED of DSA
	Event Organizer(s)	Venue of Event				
A	House Committee	Within the Residence	X			
B	House Committee	Outside of the Residence	X	X		
C	House Committee	Entirely or in part in the grounds of or parking lots adjacent to residences	to be consulted		X	
D	UCT Student or a UCT Student Organization	Any part of the UCT Campus				X