

Events and booking of venues

Stellenbosch University (SU) staff and students should take note that bookings for functions and events – including workshops, short courses, training sessions, sports events and staff gatherings – will now be allowed.

Although the country will be moving to risk adjusted level 1, social distancing will remain an important guideline for many months to come. A curfew will remain in place from midnight until 04:00 in the morning. Venues may only be booked for up to 50 percent of its capacity with a maximum of 250 people in indoor venues, and 500 at outdoor venues.

Bookings for functions and events may be considered if it adheres to the terms of the Disaster Management Act: Regulations Risk Alert Level 1 and follow the criteria listed below by the Institutional Committee for Business Continuity (ICBC):

- Compelling reasons why an online meeting, conference, event is not feasible or compelling reasons on why an in-person meeting, conference or event is required;
- The institutional value of the meeting, conference, event or making the venue available;
- The health risks associated with hosting an in-person meeting, conference, event or making an SU venue available;
- The ability and capacity to mitigate the inherent health and associated risks;
- The composition of the persons that will be invited to attend the meeting, conference, event including, amongst others, their age and any comorbidities;
- The capacity and capability of the venue to host the meeting, conference, venue and comply with the Regulations and specific Directions;
- Conflicting use e.g. faculties requiring the venues for academic purposes vs social / cultural events by faculties, other SU units or third parties;
- Delivery of a detailed plan aligned with the relevant regulations and direction and approved by the Responsibility Centre Head in consultation with the Campus Operations Workstream. Plans should be submitted well ahead of the event.

All requests for conferences, events and large meetings, together with the following documents, must be submitted to the Campus Operations work stream before the venue is booked. Send the requests and required supporting documents to: neliai@sun.ac.za.

- A fully motivated request;
- Reasons for having a face to face event;
- Capacity of the venue;
- Detailed work plan, including health measures for persons attending who are older than 60 and/or have comorbidities; and
- Approval and support from the relevant RC head.

SunCom under which the Central Events and Conferencing Office (CECO) resides is part of the Campus Operations Work stream and will in all likelihood submit most of the requests.

Although it might be legally possible to host, plan and execute various activities, opening buildings and making facilities available, there remains an inherent risk in opening up activities too soon with negative implications to infection levels. It remains a basic premise that those who can, must work from home, or stated otherwise, where activities can be done remotely or online, that remains preferable to in-person meetings and other similar “gatherings”. It remains an ethical responsibility for SU to act in the best interest of its staff, the broader community, and to act with social solidarity.

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