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**Application to register an event with the University of Stellenbosch**

1. **Details of Proposed Event**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Name of Event | |  | | | | | | | | | | | | |
| 1. Short description of function | |  | | | | | | | | | | | | |
| 1. Dates (inclusive) | | From: |  | | | | | To: | |  | | | | |
| Approximate starting and closing times each day | | | | | Start: | |  | Close: | |  | | | | |
| 1. Details of person responsible for the event and to whom enquiries should be sent: | | | | | | | | | | | | | | |
| Name: |  | | | | | Department/ Organization: | | |  | | | | | |
| Tel: |  | | | | | E-mail: | | |  | | | | | |
| 1. Number of persons likely to attend | | | |  | | | | | | | | | | |
| 1. Attendance by non-students? | | | | | | | | | | | Yes |  | No |  |

1. **Please select a category that best describes your group or organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | Organisation/ Events Company |  |  |
| **2** | School |  |  |
| **3** | Community |  |  |
| **4** | Government Department |  |  |
| **5** | Stellenbosch University Department |  |  |
| **6** | Stellenbosch University Student/ Residence |  |  |

1. **Type of Function**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | Promotional Event |  |  |
| **2** | Festival |  |  |
| **3** | Student Gathering | Refer to Appendix 1 for guidelines |  |
| **4** | Residence Function |  |  |
| **5** | Sports Event |  |  |

1. **Site in Question**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | Red Square | | Refer to Appendix 2 for guidelines |  |
| **2** | Sports Facility Name: |  |  |  |
| **3** | Residence Name: |  |  |  |
| **4** | Academic Building: |  |  |  |
| **5** | Open Air Closest street: |  |  |  |

**Important information**

* No events may take place unless officially registered
* All events of **less than 1000** attendees must be registered **21 days** prior to the event
* All events of **more than 1000** attendees must be registered **3 months** prior to the event
* All **external applicants** must register events **3 months** prior to the event

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1. **Evaluation check-list**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| **1** | Will additional lighting be installed? |  |  |
| **2** | Will temporary power points be set up? |  |  |
| **3** | Will cabling be laid on any walkways? |  |  |
| **4** | Will a gathering be held on a sidewalk? |  |  |
| **5** | Will public roads be used? |  |  |
| **6** | Will temporary structures be erected? |  |  |
| **7** | Will music performances be presented? |  |  |
| **8** | Will alcohol be available/ sold? |  |  |
| **9** | Will tents be erected? |  |  |
| **10** | Will there be children? |  |  |
| **11** | Will dangerous goods be stored? |  |  |
| **12** | Will fireworks be set off? |  |  |
| **13** | Will security Services be hired? |  |  |
| **14** | Will gas be used? |  |  |
| **15** | Will braai facilities be available? |  |  |
| **16** | Will contractors be hired? |  |  |
| **17** | Will parking facilities be required? |  |  |
| **18** | Will any parliamentary members be attending? Please provide names below. |  |  |
| **18.1** |  | | |
| **18.2** |  | | |
| **18.3** |  | | |

|  |  |
| --- | --- |
| **FOR OFFICE USE ONLY** | |
| **Signature:**  **Applicant** | *Name:*  *Date:* |
| **Recommended:**  **Head of Environment** | *Name:*  *Date:* |
| **Approved:**  **Director of Facilities Management** | *Name:*  *Date:* |

**Appendix 1**

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***RULES WITH REGARD TO STUDENT GATHERINGS,***

***PROTEST DEMONSTRATIONS AND PETITIONS***

**10.1 In par. 10, the following expressions carry the meanings**

**indicated below:**

10.1.1 Gatherings: Includes all meetings, protests, demonstrations, exhibitions, poster

displays, erection of tables or notice boards, or anything similar.

10.1.2 Public gatherings: Gatherings to which persons other than students or academic staff of the University have access, or at which persons other than students or academic staff of the University act as speakers.

10.1.3 Academic portion of Stellenbosch campus: The University area bounded by

Andringa Street, Merriman Avenue, Bosman Street and Victoria Street, as well as the sites

on which the Conservatoire and the Theology, Engineering, Forestry, Food Science,

Lombardi and JC Smuts buildings have been erected.

10.1.4 Academic portion of Tygerberg campus: The sites on which the Education block,

the Fisan building, the Clinical building and the Student Centre have been erected.

10.1.5 Academic portion of Bellville Park campus: The sites on which the building of the

Postgraduate School of Business has been erected.

10.1.6 48 hours: Excluding Saturdays, Sundays and public holidays.

10.1.7 Petition: Includes any manner of collecting students’ or non-students’ signatures in

the pursuit of a common goal, but excluding a petition to hold a referendum in terms of the

constitution of the student union on a matter that falls within the jurisdiction of the Students’ Representative Council.

**10.2 Outdoor student gatherings**

10.2.1 No student or student society may arrange or hold outdoor gatherings on the site of

the University without permission. All gatherings must therefore be arranged and held inside venues in University buildings, except where the competent office bearer of the University grants explicit permission for an outdoor gathering. (Gatherings in the amphitheatre at the JS Gericke Library are regarded as outdoor gatherings.) To stage protests, the procedure outlined in par. 10.6 later on in this chapter must be followed.

10.2.2 In the case of outdoor gatherings on the academic portion of Stellenbosch campus,

Tygerberg campus or Bellville Park campus, permission must be obtained from the Head of the Centre for Student Structures and Communities. Applications for permission to hold an outdoor gathering must comply *mutatis mutandis* with the requirements in paragraphs 10.3.2 and 10.3.3 below.

10.2.3 The Head of the Centre for Student Structures and Communities will not grant

permission for musical performances of any kind, or the use of speakers or other

broadcasting or sound systems in the open air or on the academic portion of the

Stellenbosch, Tygerberg or Bellville Park campus, except between the hours of 12:50 and

13:50 from Monday to Friday, however still subject to the explicit permission of the Head of

the Centre for Student Structures and Communities.

10.2.4 In the case of outdoor gatherings elsewhere on the University’s campuses,

permission must be obtained from the person or institution (e.g. Maties Sport or residence

authority) in charge of the premises in question. Information on those in charge of particular premises can be obtained from the Head of the Centre for Student Structures and Communities.

**10.3 Venue use and booking by students**

10.3.1 Apart from academic users, only student societies that are officially recognised by

the Students’ Representative Council as well as residences may use University venues for

gatherings, upon payment of the current tariffs.

10.3.2 All applications to book venues must be made in writing, and must reach the

responsible person in charge of the particular venue in the department/division within at

least 48 hours of the planned use of the venue. The applicant must provide the information

outlined in par. 10.3.3. (A list of such responsible persons are available from the Office of

the Students’ Representative Council.)

10.3.3 In each case, the responsible person must keep a booking register, containing full

information with regard to the booked venue, date and time; the organisation making the

booking; whether non-students shall attend the event; the theme or subject of the gathering; the name, address and contact number, as well as position of the person making the booking, and the signature of the responsible person who grants the booking.

10.3.4 The responsible person may refuse to book a venue, not only due to its non- availability, but also when the meeting or gathering in question could, in the opinion of the responsible person, harm the reputation of, or cause disruption at, the University. In such a case, the final decision with regard to the booking rests with the Head of the Centre for Student Structures and Communities.

**10.4 Holding of public gatherings by student societies**

10.4.1 Student societies may arrange and hold public gatherings only with the Students’

Representative Council’s permission. Such permission must be applied for in writing to the

Office of the Students’ Representative Council at least 48 hours before the envisaged

gathering, stipulating the same information required for the booking of a venue in terms of

par. 10.3.3 above, and accompanied by a copy of the poster or notice announcing the

gathering. The Students’ Representative Council may request any further information that it deems necessary.

10.4.2 Notwithstanding any provision in the constitution of the student union, permission to

hold a gathering may be refused should such gathering be deemed not to be in the best

interest of the University. Should there be any doubt on the part of the Students’

Representative Council as to the desirability of a gathering, the Head of the Centre for

Student Structures and Communities shall take a final decision.

10.4.3 Permission to hold a gathering may be subject to conditions, including conditions

pertaining to the attendance of such gathering by persons other than students of this

University, as well as with regard to the speakers at such event.

**10.5 Distribution of petitions by students**

No petition may be distributed or circulated by students on the University’s campuses

without the written permission of the Head of the Centre for Student Structures and

Communities. When considering an application for such permission, the Head of the Centre for Student Structures and Communities may request an applicant to furnish such details that he deems necessary, and may further impose such conditions as he deems necessary. Besides the permission of the Head of the Centre for Student Structures and Communities, the circulation of a petition in a particular residence is also subject to the permission of that residence’s house committee in terms of paragraph 10.2 and 10.3.

**10.6 Procedure for arranging gatherings**

**10.6.1 Definitions**

‘Gathering’ means any formal or informal meeting, including protest actions or

demonstrations, occurring on University or University-owned premises or public roads and

in spaces surrounding or linking University premises. Furthermore, such gathering is not

necessarily part of or related to the formal structures that exist for the planning or execution of the University’s primary functions. ‘Protest action or protest march’ means any action or conduct through which grievances or prevalent dissatisfaction are brought to the University’s attention in an organised manner ‘Formal structures’ means the University structures as determined by applicable legislation, statutes and regulations, and includes structures established by way of an agreement in terms of a resolution of Senate and the University Council. ‘Primary function’ means the formal teaching, research, community interaction, sport and cultural activities of the University.

**10.6.2 General**

Gatherings as defined herein may only occur if prior approval has been obtained.

**10.6.3 Applications for permission**

Applications to hold a gathering must reach the Rector, or his duly delegated official, at

least five work days prior to the day on which the envisaged gathering shall take place.

Applications must be made in writing, and must clearly outline the following:

* Full details of the applicant
* The date, time and venue of the gathering
* The nature, subject and objectives of the gathering
* Full details of the speaker(s)/organisers

Should the gathering take the form of a protest action or protest march, such application

should also include the following:

* The reasons for the protest action or march
* Whether the prescribed procedures have been followed for the handling of grievances or dissatisfaction, as well as an indication of the specific procedures followed
* The routes of the protest action/march and, where applicable, the University buildings and facilities that will be entered
* The extent and estimated duration of the protest action/march Students shall apply via the Students’ Representative Council and the Head of the Centre for Student Structures and Communities, who shall advise the Rector or his duly delegated official on the application. Staff members shall apply to the Vice-Rector (Community Interaction and Personnel), and persons from outside the University shall apply directly to the Rector.

**10.6.4 Undertaking**

In the application, the applicant(s) shall provide a written undertaking to:

* comply with the conditions of approval to hold the gathering;
* indemnify the University against any damage that may arise from the holding of the gathering, and to compensate the University for any additional or unforeseen expenditure that may arise from the holding of the gathering;
* ensure that, in the case of a protest action/march, it takes place peacefully and that adequate arrangements are made.

**10.6.5 General conditions**

Unless explicitly stated otherwise, permission to hold a gathering is subject to the following:

* Where the applicable statutory provisions require permission from the central/provincial government or relevant local authority, it shall be applicants’ responsibility to obtain it.
* The arranging and holding of the gathering may not interfere with the primary activities of the University.
* The applicant(s) shall accept full responsibility for arranging the gathering, the conduct of the participants, as well as all other consequences that the gathering may have. In this regard, the Chief Director: Facilities Management or his duly delegated official should be consulted on all relevant matters.
* No other University premises, buildings or facilities may be entered or used, or routes followed, or actions taken, apart from those explicitly agreed upon beforehand.
* Apart from spaces specifically provided for this purpose, no posters, banners, flags or slogans shall be applied to or displayed on University property.
* Apart from publications that have been officially approved, no publications or pamphlets may be distributed on campus without the prior approval of the Rector or his duly delegated official.
* Where the carrying and display of posters, flags, banners and slogans, and the utterance of slogans and song are permissible, it may not be negatively aimed at any specific grouping.
* Admission to gatherings is generally restricted to staff and students of the University. In cases where outside groupings are expected to join the gathering, it shall be explicitly stated in the application.
* The carrying of any kind of weapon and any other dangerous object is not permissible.
* Without infringing upon the Rector’s authority to grant or refuse permission to hold a particular gathering, no application to hold a gathering shall be considered if all the elements contained in this procedure are not complied with.

**10.6.6 Non-compliance**

* A person or organisation is guilty of misconduct if:
* he participates in a gathering for which the prescribed permission has not been granted beforehand;
* such gathering is arranged or participated in in contravention of the conditions determined for the holding of a gathering, or if persons or organisations are encouraged, incited or intimidated to participate in the gathering; and/or
* any person or organisation is intimidated to participate in such gathering, regardless of whether permission has been granted to hold such gathering.

**Appendix 2**

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**GUIDELINES ON THE USE OF RED SQUARE**

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| --- | --- |
| 1. | No vehicles are permitted on Red Square. |
| 2. | No pegs may be installed on Red Square. |
| 3. | Weights (such as sandbags and flowerpots) to stabilise structures or tents should be limited. |
| 4. | No fires are permitted on Red Square. |
| 5. | All flower beds are off limits. |
| 6. | No built-in flower boxes may be used as packing or storage place for sound equipment, for example. |
| 7. | The existing power points at the Library’s front entrance may be used. |
| 8. | All electrical equipment must have its own ground-fault circuit breakers. |
| 9. | Any temporary stalls or constructions with power sockets, lighting etc. must comply with the requirements of the Occupational Health and Safety Act and incorporated regulations. |
| 10. | All rubbish must be removed after the function or event. |
| 11. | No handrails, lamp posts etc. may be used to anchor any structures. |
| 12. | Music and the use of loudspeakers or any other broadcasting or sound systems are permitted only between 12:50 and 13:50 from Mondays to Fridays (this also applies to the rest of the academic campus). |