

APPLICATION FORM

PHOTO SHOOT OF SPECIAL OCCASIONS ON THE BLOEMFONTEIN CAMPUS

THIS APPLICATION/RESERVATION FORM MUST BE COMPLETED, SIGNED AND RETURNED NOT LATER THAN 15 (FIFTEEN) WORKING DAYS BEFORE THE PHOTO SHOOT OF SPECIAL OCCASIONS SUCH AS WEDDINGS, MATRIC FAREWELLS, ETC:

**The Director: Protection Services
Room 6
Protection Service
Alumni Avenue
University of the Free State
Bloemfontein
9300**

**Tel 051 401 2634
Fax 051 401 3490
E-mail KobeME@ufs.ac.za
Web www.ufs.ac.za**

If this form is not received before 15 (fifteen) working days, the application will be rejected.

After the copy signed by the applicant has been received and checked, it will be signed by the Director: Protection Services and returned to the applicant within 5 (five) working days. This will serve as a contract between the applicant and the UFS.

A. APPLICANT (person accountable)

Name (title, initials, surname):

Personnel number:Student number: and/or

Identity number:

Postal address:

..... Postal code:

E-mail address			
Cell no.			
Tel. no. (work)	code		no.
Tel. no. (Home)	code		no.
Fax no.	code		no.

B. BOOKING BY OR ON BEHALF OF

Name:

Postal address (if not the same as part. a):

..... Postal code:

Name (title, initials, surname) of contact person in charge of photo shoot arrangements:

E-mail address			
Cell no.			
Tel. no. (work)	code		no.
Tel. no. (Home)	code		no.
Fax no.	code		no.

C. PHOTO SHOOT

- C.1 Location of photo shoot:
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- C.2 Number of people expected at photo shoot: (a maximum of 20 people is allowed)
- C.3 Date of photo shoot:
- C.3.1 Starting time:
- C.3.2 Time of departure:
- C.3.3 **A maximum of 1 (one) hour will be allowed for the photo shoot.**
- C.3.4 **No entertainment, music or drinking of liquor is allowed on UFS premises.**

D. PLEASE CONTACT THE FOLLOWING NUMBER IN CASE OF EMERGENCY

Protection Services Duty Room at 051 401 2634.

E. OCCUPATIONAL SAFETY

As far as is reasonably practicable, the University of the Free State complies with the Occupational Health and Safety Act and Regulations (Act 85 of 1993). The University expects all applicants to familiarise themselves with the Act and to comply with it and particularly with section 37 (c). Only authorised University staff may work on or make changes to services (water, electricity, irrigation, etc.) on campus.

F. UNDERTAKING BY APPLICANT

I (name and surname in block letters)

.....

hereby declare/undertake in my capacity as

- (i) that I/we have noted the above-mentioned information (A – E) and will comply with it;
- (ii) that I/we will comply with all rules and regulations of the University in respect of the use of the University's facilities;
- (iii) that I/we have received a copy of the regulations and policy (Appendix A) on the use of the Bloemfontein Campus and have noted it; and

(iv) that I/we will pay all damages/will see to it that it is paid by the organisation that I/we represent.

.....
SIGNATURE

.....
DATE

G. SIGNATURE OF THE DIRECTOR: PROTECTION SERVICES

If signed by the Director: Protection Services, this document will act as a binding contract between the applicant and the UFS.

.....
SIGNATURE
DIRECTOR: PROTECTION SERVICES

.....
DATE

APPENDIX A**CONDITIONS FOR USING THE BLOEMFONTEIN CAMPUS OF THE UNIVERSITY OF THE FREE STATE FOR PHOTO SHOOTS OF SPECIAL OCCASIONS (SUCH AS WEDDINGS, MATRIC FAREWELLS, ETC.)**

1. The University of the Free State may, at its discretion, make available any open area on campus to any person or body, but the use thereof is subject to the stipulations and conditions mentioned hereafter. The UFS reserves the right to refuse the use of any area or to cancel any reservation with regard to the use (without the need to supply any reasons), should the proposed event be disapproved of by the UFS for good and sufficient reasons.
 2. Applications to use the open areas must be submitted on the form furnished to you by the Director Protection Services, Bloemfontein Campus or his/her proxy. Applications will be considered in the order received as far as possible.
 3. The applicant is responsible for and must pay the cost of any damage to the property of the UFS that may occur.
 4. The UFS accepts no responsibility or liability in respect of any damage to or loss of any property, articles or anything placed or left on the property by the applicant or any other person, or for damage to the property or injury to any person who enters the premises or uses the equipment on such premises, unless such damage, loss or injury is caused by wilful acts or negligence on the part of the UFS or its employees.
 5. Any duly authorised official of the UFS or member of the SAPS may enter the area being used for inspection purposes at any time to ensure that the applicant is complying with the stipulations of these conditions.
 6. The applicant must keep the venue and facilities in a clean, hygienic and neat state at all times.
 7. If any of these conditions are contravened or if the applicant allows a contravention, the use of the venue can be cancelled immediately, and the applicant may be compelled to leave the university campus.
 8. All rules and regulations of the UFS must be strictly complied with.
 9. The applicant hereby indemnifies the UFS against claims by anyone resulting from or regarding the use by the applicant of the venue or any equipment made available in terms of this, as well as against the legal costs of opposing or settling such a claim.
 10. **No alcohol may be consumed in public.**
 11. Only natural materials may be used as confetti, e.g. rice or rose pedals. **No paper confetti or streamers.**
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