

Application Form – Freelance Photographers

How to register as a Freelance Photographer - UFS Graduation Ceremonies

1. Collect application form from UFS Protection Services or Communication and Brand Management (Main Building – North Block).
2. Make payment
3. Bring receipt of payment to Communication and Brand Management Office and collect media tag.
4. Guidelines
5. APPENDIX A
6. Complete form and collect Media Tag

Taking of photos on the University of the Free State's Bloemfontein Campus during graduation days

1. Collect application form from UFS Protection Services and complete the form.

This application form must be completed, signed and sent back to the address below at least five (5) working days before the graduation ceremony concerned takes place:

The Director: Communication and Brand Management
University of the Free State
Room 106A
North Block – Main Building
Nelson Mandela Avenue
Bloemfontein 9300

Tel 051 401 3502
Fax 051 444 6393
E-mail news@ufs.ac.za
Web www.ufs.ac.za

If this form is not received within five (5) working days, the application will be rejected. After the copy signed by the applicant (with proof of payment) has been received and checked, it will be signed by the **The Director: Communication and Brand Management** or someone designated by the Director. A media tag will be given to the applicant.

2. Make payment

Registration fee and media tag

R200 once-off registration fee for a graduation ceremony (No daily registration).

Payments to:

Account name: University of the Free State

Bank: Absa

A/c No: 1570 850 071

Reference: 148308423

3. Bring receipt of payment to Communication and Brand Management Office and collect media tag.

A media tag will be handed to the freelance photographer on reception of proof of payment (bank receipt). The media tag must always be visible during the event.

Collect at:

North Block – Next to Main Building, Room 106A (First Floor. Dial 3502)

NB. No media tags will be created during the graduation ceremony.

Closing dates for registration as a freelance photographer

14,15,16,17 April 2015 - Autumn Graduation

Closing date for registration: Tuesday, 7 April 2015

2 July 2015 - Winter Graduation Ceremony

- Closing date for registration: Thursday, 25 June 2015

17 September 2015 - Spring Graduation Ceremony

- Closing date for registration: Thursday, 10 September 2015

10 December 2015 - Summer Graduation Ceremony

- Closing date for registration: Thursday, 3 December 2014

Photo Location on Campus

1. Outside Callie Human Hall; Fountain, grass and paved area in front of UFS Main Building.
2. No backdrops or studio structures may be erected.
3. No freelance photographers allowed inside the Callie Human Centre.
4. No video recordings are allowed inside the Callie Human Centre.

4. Guidelines:

Please note

Applications must reach the office of the Communication and Brand Management Department at least five (5) working days before the commencement of the first graduation ceremony.

PLEASE CALL THE FOLLOWING NUMBER IN CASE OF AN EMERGENCY:

Department Communication and Brand Management at 051 401 3502,
or Protection Services Duty Room at 051 401 2634.

1. Occupational Safety

The UFS complies, as far as is reasonably practicable, with the provisions of the Occupational Health and Safety Act and Regulations (Act 85 of 1993). The UFS expects all renters of specific university venues to familiarise themselves with the Act and to comply with it, with particular reference to Section 37 (c). Only authorised UFS staff members may perform work or make changes related to services (water, electricity, irrigation, etc.) on campus.

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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No

6. Complete form and collect Media Tag

(Room 106A (First Floor. Phone 3502, North Block – Next to the Main Building)

APPLICANT (person accountable)

Name (title, initials, surname):

Personnel no: Student no:..... and/or

ID no:.....

Cell number:

Postal address:.....

..... Postal code:.....

E-mail address:

Phone number (work) code no.

Phone number (home) code no.

2. Undertaking by responsible person

I (name and surname in block letters)

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hereby declare in my capacity as

(i) that I have taken cognisance of the above-mentioned information and shall act in accordance with such information;

(ii) that I received a copy of the regulations and policy (Appendix A) concerning the taking of photos on graduation days at the Bloemfontein Campus and have taken cognisance of it; and

(iii) that I undertake to comply with all rules and regulations pertaining to the use of the UFS's facilities.

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Signature

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Date

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Signature of the Director: Strategic Communication or designated person.

With the signature of the Director: Strategic Communication, this document will serve as a binding contract between the applicant and the UFS.