

**APPLICATION FORM  
PHOTO SHOOTS FOR SPECIAL OCCASIONS ON THE BLOEMFONTEIN CAMPUS**

**THIS APPLICATION/RESERVATION FORM MUST BE COMPLETED, SIGNED, AND RETURNED NO LATER THAN 15 (FIFTEEN) WORKING DAYS BEFORE THE PHOTO SHOOT FOR SPECIAL OCCASIONS SUCH AS WEDDINGS, MATRIC FAREWELLS, ETC.:**

**Protection Services**

**Alumni Avenue**

**University of the Free State**

**Bloemfontein**

**9300**

**Tel: 051 401 2634**

**Email: [MatthewsSJ@ufs.ac.za](mailto:MatthewsSJ@ufs.ac.za)**

**If this form is not received 15 (fifteen) working days before the photo shoot, 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 five (5) working days. This will serve as a contract between the applicant and the UFS.**

**1. APPLICANT (person accountable)**

Name (title, initials, surname) .....

Personnel number.....Student number.....and/or

Identity number.....

Postal address.....

Postal code.....

Email address		
Cell no		
Tel no (work)	code	no
Tel no (home)	code	no
Fax no	code	no

**2. BOOKING BY OR ON BEHALF OF**

Name: .....

Postal address (if not the same as 1.) .....Postal code.....

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

Email address		
Cell no		
Tel no (work)	code	no
Tel no (home)	code	no
Fax no	code	no

**3. PHOTO SHOOT**

C1. Location of photo shoot.....

C2. Number of people expected at photo shoot..... (maximum of 20 people allowed)

C3. Date of photo shoot .....

C.3.1 Starting time .....

C.3.2 Time of departure.....

C.3.3 A MAXIMUM of one (1) hour will be allowed for the photo shoot.

C.3.4 No entertainment, music, or liquor consumption is allowed on UFS premises.

**4. CONTACT NUMBER IN CASE OF EMERGENCY**

Protection Services Duty Room at 051 401 2634

**5. 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 and comply with the Act, particularly Section 37 ©. Only authorised university staff may work on or make changes to services (water, electricity, irrigation, etc.) on campus.

**6. 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 .....

**7. 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.....**

**DATE .....**

**DIRECTOR: PROTECTION SERVICES**