



## Events Coordinating Procedure

Event organisation guide number	01
Date of compilation	24 October 2022
Date of revision	08 April 2024
Compiled by	Thato Block
Approved by	Emergency and Crisis Preparedness Committee

### CONTENTS

No	Subject	Page
1.	Introduction	2
2.	Purpose	2
3.	Scope and application	2
4.	Venues with grading certificates	2-3
5.	Event management allocation	3-4
6.	Procedure	5-6
7.	Supplementary documentation	7
8.	Legislation that must be complied with	7
9.	Figure 1: Decision-making tree	7

1.	<p><b>Introduction</b></p> <p>Various events are hosted regularly on the properties of the University of the Free State. It is therefore important that all events are coordinated effectively through the event management office to ensure compliance and conformance with the SASREA Act 2 of 2010, Occupational Health and Safety Act 85 of 1993 and University of the Free State policy and procedure. Events organised without following the approval protocols are usually problematic and cannot be allowed as they bring University of the Free State into disrepute.</p> <p>Several complaints have been reported by both internal and external stakeholders (SAPS, local community, and Local Disaster Management Centre) regarding events that are not compliant. Some negative experiences that gave rise to bad publicity for the University have also been observed, especially during events involving political parties. It is therefore important that a procedure is developed to ensure that events are properly coordinated.</p>
2.	<p><b>Purpose</b></p> <p>The purpose of this procedure is to ensure that all events that take place on university properties are coordinated and approved in a professional, standardised, and effective manner.</p> <p>It is also the purpose of the procedure to clearly indicate the approval procedures and approvals needed to be followed for different events.</p>
3.	<p><b>Scope and application</b></p> <p>The procedure is applicable to all events taking place on the University of the Free State properties at the Bloemfontein, Qwaqwa and South campuses, Paradys Experimental Farm, Boyden Observatory and Naval Hill Planetarium, and it covers the following events:</p> <ul style="list-style-type: none"> <li>• Events organised by university personnel.</li> <li>• Events organised by university students.</li> <li>• Events organised by external stakeholders, using, or renting the venue or facilities.</li> <li>• Events that are to be attended by more than 2000 people and are covered by the Safety at Sports and Recreational Events Act (Act 2 of 2010).</li> <li>• Events that are to be attended by less than 2000 people and are covered by the local disaster centre using municipal by-laws.</li> </ul>
4.	<p><b>Venues with grading certificates</b></p> <p>Organisers of all events hosted at UFS graded venues must apply for risk categorisation,</p>

	<p>irrespective of the number of attendees. Events will be categorised based on venue grading certificates, not the number of people attending the event. All event risk categorisations must be submitted to the SAPS and/or Local Disaster Centre 14 working days prior to the date of the event.</p> <p><b>Venues with Grading Certificates:</b></p> <ul style="list-style-type: none"> <li>• New Education Building</li> <li>• Modular Lecturing Space and Assessment Centre</li> <li>• Callie Human Centre</li> <li>• Shimla Stadium</li> <li>• Rag Farm</li> <li>• Kopanong Auditorium</li> <li>• Equitas Auditorium</li> <li>• Economic and Management Sciences Auditorium</li> <li>• H van der Merwe Scholtz Hall (HMS)</li> <li>• Albert Wessels Auditorium</li> <li>• New Winkie Direko Building</li> <li>• Pelliespark Pavilion</li> <li>• Centenary Complex</li> <li>• Wynand Mouton</li> <li>• Swimming Pool</li> <li>• Odeion</li> <li>• Sceana</li> <li>• Awela</li> <li>• Madiba Arena (South Campus)</li> <li>• Paradys Experimental Farm</li> <li>• Naval Hill Planetarium</li> <li>• Boyden Observatory</li> <li>• Nelson Mandela Hall (Qwaqwa Campus)</li> <li>• Education Building E14 (Qwaqwa Campus)</li> <li>• All Residence Gazelle's</li> </ul>
5.	<p><b>Event Management Allocation</b></p> <p>5.1. Requests for approval of events in the categories listed below must be submitted to the UFS Events Committee at University Estates 2 months / 21 days before the event irrespective of the event organiser:</p> <ol style="list-style-type: none"> <li>1. Events with more than 2000 attendees (SAPS and local disaster centre)</li> <li>2. Events with less than 2000 attendees (local disaster centre)</li> <li>3. Events where alcohol will be served and/or sold.</li> </ol>

4. All political events
5. Political lectures
6. Events with external DJs and artists
7. Church events with external stakeholders
8. Sporting events where alcohol will be served and/or sold.
9. Gospel events
10. Graduations
11. Rector's functions
12. Arts festivals
13. All residence events.

#### 5.2. Residence Events

All residents events request must be submitted to Residence Life (Student Communities) for screening only and send to University Estates for approval.

#### 5.3. Students Affairs Events

All students events request must be submitted to students' governance for screening only and send to UFS events management committee at University Estates

#### 5.3. Kovsie Sports Events

Requests regarding all sporting codes events must be submitted to the Kovsie Sport Events Committee, with the Occupational Health and Safety (OHS) office and Protection Services being invited to all meetings to provide advice regarding the risk classification.

Risk categorisation shall be submitted annually to SAPS and events management committee shall be informed.

#### 5.4. Paradys Experimental Farm, Boyden Observatory and Naval Hill Planetarium

All events requests must be submitted to building managers for screening only and send to UFS events management committee at University Estates for approval.

#### NB

All internal events application must be submitted to events management committee 21 days before the event.

All external events application must be submitted to events management committee 2 months before the event.

All risk categorisation and application to local disaster centre must be submitted 14 days before the event.

No event shall be allowed to continue without approval from Events management committee and Protection Services shall not open any venue without approval.

6. **Procedure:**

Booking – All event application must be submitted via email to the following email addresses for approval and recommendation.

Events Organised by Employees and External Event Organisers:

- 1) Bloemfontein Campus events – [events@ufs.ac.za](mailto:events@ufs.ac.za)
- 2) Qwaqwa Campus events – [dimodd@ufs.ac.za](mailto:dimodd@ufs.ac.za)
- 3) South Campus events – [events@ufs.ac.za](mailto:events@ufs.ac.za)

Student Events for screening

- 1) Bloemfontein Campus events – [bfnevents@ufs.ac.za](mailto:bfnevents@ufs.ac.za)
- 2) South Campus events – [scevents@ufs.ac.za](mailto:scevents@ufs.ac.za)
- 3) Qwaqwa Campus events – [gqevents@ufs.ac.za](mailto:gqevents@ufs.ac.za)

KovsieSport

- 1) Bloemfontein Campus sport events – [lerouxjq@ufs.ac.za](mailto:lerouxjq@ufs.ac.za)
- 2) Qwaqwa Campus sport events – [mazibukozg@ufs.ac.za](mailto:mazibukozg@ufs.ac.za)
- 3) South Campus sport events – [sokemb@ufs.ac.za](mailto:sokemb@ufs.ac.za)

- Formal meetings will then be arranged by either University Estates or KovsieSport with the event organisers and all stakeholders to discuss the following aspects (among others):

1. Date of the event
2. Venue
  - Choice of venue
  - Holding rooms for VIPs
  - Breakaway rooms
  - Number of guests/attendees

### 3. Public Health

- Waste management.
- Alcohol (liquor licence) – client must consult with OHS office.
- Food safety (Certificate of Acceptability) – client must consult with OHS office.
- Drinking water

### 4. Public Safety and Security

- Selling of tickets (on or off campus)
- Medical emergency services
- Security and crowd control – Protection Services
- Event risk categorisation application – SAPS
- Disability access
- Use of gas
- Venue grading certificates
- Accreditation

### 5. Traffic and Pedestrian Management

- Road closures
- Parking

### 6. Infrastructure

- Power and lighting (COC if necessary)
- Ablution facilities (permanent or temporary)
- Temporary structures (tents and stages)

### 7. Event Promotion

- Signage
- Ticketing

### 8. After the Event

- Clearing the venue
- Cleaning inside and outside
- Removing of temporary signage

### 9. Insurance

- Public Liability Insurance (this is compulsory, and is the event organiser's responsibility)  
Security company (registered with the Private Security Industry Regulatory Authority)

	<p>10. Payment</p> <ul style="list-style-type: none"> <li>• After Event meeting the complete quote will be send and must be accepted within 48hours.</li> <li>• The quote includes a refundable deposit.</li> <li>• The contract will be sent and must be completed within 10 working days. The event organiser details in the contract must be the same as the details who will do the payment.</li> <li>• The full amount must be settled within 10 Working days, 10 days before the event. The full deposit will be refunded after the venue has been inspected and it has been confirmed that no damages occurred.</li> </ul>
7.	<p><b>Supplementary documentation</b></p> <ul style="list-style-type: none"> <li>• Event Safety Plan</li> <li>• Event Risk Assessment</li> <li>• Security Plan</li> <li>• Public Liability Insurance</li> <li>• Venue Booking Form (University Estates)</li> <li>• SAPS Event Notification Form Schedule 1</li> <li>• Structural Certificate (C.O.C)</li> <li>• Certificate of Acceptability (C.O.A)</li> <li>• Liquor Licence</li> <li>• Approved Quotation</li> </ul> <p>Venue Hire Contract</p>
8.	<p><b>Legislation that must be complied with</b></p> <ul style="list-style-type: none"> <li>• Safety at Sports and Recreational Events Act, 2 of 2010</li> <li>• The Liquor Act, 59 of 2003</li> <li>• Municipal by-laws</li> <li>• Disaster Management Act, 57 of 2002</li> </ul> <p>Occupational Health and Safety Act, 85 of 1993</p>
9.	<p><b>Event Organiser</b></p> <p>All approval documentation is the responsibility of the event organiser and not events management committee.</p>