

| **APPLICATION FORM FOR THE USE OF UNISA FACILITIES: SUNNYSIDE CAMPUS & CONFERENCE CENTRE**KINDLY COMPLETE THIS FORM IN FULL AND SUBMIT IT AS SOON AS POSSIBLEEmail the completed form to : prinsdg@unisa.ac.za  NO RESERVATIONS CAN BE MADE OR CONFIRMED WITHOUT AN OFFICIAL APPLICATION FORM**PLEASE DO NOT CHANGE THE FORMAT OR FONT OF THIS FORM** |
| --- |
| Full Initials & Surname: |  |
| Department / Centre / Institute / Bureau |  |
| Contact Number: |  | Email Address: |
| Will people with disabilities attend this event? | **YES** |  | **NO** |  | If YES, please specify: |
| Because we **currently** have limited facilities available to cater **with access for wheelchairs,** we willhandle these **requests** on a first-come-first-serve basis |
| **GUIDELINES THAT WILL HELP YOU COMPLETING THIS FORM*** *By signing and submitting this document I declare that I have read and fully understand the* ***“VENUE & FACILITY BOOKING DIRECTIVE”*** *and undertake to fully adhere to this directive’s rules and conditions.*
* *Applications must reach the booking officer at least 10 working days before the intended day of use. Please do not distribute any venue numbers, dates, and times BEFORE you have not received an official written confirmation for your reservations*
* *If you are NOT a permanent member of staff, please include the name of someone who is because we use the staff database to make reservations.*
* *Please do not break down full day sessions (e.g. 08h00-10h00, 10h00-13h00 – Rather use: 08h00-13h00)*
* *Before emailing this form back to us, first use the File – Save As option to save it BEFORE sending it.*
* *Please complete another form if this form is full!*
* *INCOMPLETE FORMS WILL NOT BE PROCESSED*

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| --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **REASON FOR USE / COURSE CODE** | **SIZE OF VENUE NEEDED** | **HOW MANY VENUES** |
| 01 Jan 2022 | 08h00 – 16h00 | ABC123-D | 20 | 1 |
| **Use the area below to enter your request for venues and PLEASE make sure course codes are always provided…** |
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Created by PRINSDG@UNISA.AC.ZA | Updated form for 2022