

GENERAL RULES AND CONDITIONS FOR THE USE OF UNISA FACILITIES: 2010

Applications and reservations

1. The prospective user must make his/her booking enquiry in writing by completing the official application form and submitting it to the reservations officer. The person who signs the application form on the behalf of the user, guarantees that he/she has the authority to do so and that the user shall fulfil his/her obligations towards the University.
2. The reservations officer shall verify the availability of the venue/facility and:
 - 2.1 If the venue/facility is available, the prospective user will receive confirmation electronically that the venue was booked in the prospective user's name.
 - 2.2 In the event that an application cannot be processed as result of the unavailability of the venue, the prospective user will be informed immediately to discuss other alternatives.
3. UNISA reserves the right to reject an application.
4. No public announcement regarding the use of the facility may be made until the reservation has been confirmed by UNISA and accepted by the prospective user.
5. If the use of additional facilities are required beyond those specified in the original application form, application must be made to the reservations officer, who may grant the use of and adjust the charge for such facilities.

Payment

4. UNISA's facilities may be reserved on payment of a 10% deposit of the total amount charged, as agreed per quotation, (which will be forfeited if the reservation is cancelled) and the balance paid no later than 10 calendar days before the event in question.
5. The amount must be paid into the UNISA ABSA Bank account and proof of payment must be submitted to the reservations officer prior to the event as confirmation that the prospective user (external client) intend to use the UNISA facility.
6. The hiring tariffs and service charges are **payable in advance**.
7. UNISA will not be liable for any damages or loss of any nature to the user, his or her employees, clients, patrons or agents in respect of any failure or defect in the arrangements for the lighting, air conditioning, electricity supply or water supply to the venue or facility, however caused.

Use of venue/facility

8. The unofficial occupation of any UNISA venue or facility is not permitted. To control and facilitate the effective administration of UNISA venues and facilities, all users should have a confirmation number as proof of any reservation made. In the event that any venue or facility is occupied illegally, the occupants shall be requested to vacate the venue immediately.
9. The user is responsible for any breakages or damage of any description to the venue, furniture, fittings or other property of UNISA that has occurred during the period of use.

Should any venue or item be found to be defective by the user, it must be reported to the halls manager or his representative before being used. Failure to do so will result in all venues and items being considered to be in working order.

10. The user will be responsible for replacing any article owned by UNISA that is lost or missing from any venue or facility during, or in connection with, any use.
11. UNISA does not, under any circumstances, accept responsibility or liability in respect of any damage to or loss of any property or articles whatsoever placed on or left at the premises by the user, his or her employees, guests, clients, patrons or agents.
12. UNISA, reserves the right to enter, at any time for whichever purpose, the venues or facilities made available for use.
13. No posters, notices, placards, decorations, flags, streamers, emblems or advertisements may be erected or exhibited on or in the halls or at any entrances to the hall or grounds without UNISA's consent.
14. No internal decorations of any description, except reasonable floral decorations, will be permitted without the consent of UNISA. No nails, screws or similar objects shall be affixed to any part of the buildings or equipment.
15. Prior approval for any exhibition whatsoever must be obtained from UNISA.
16. No furniture or article, which is the property of UNISA, may be moved or removed from any venues, halls or facilities by the user.
17. After every function the facilities are to be inspected by both the responsible person on duty and the user simultaneously, and all damage to the facilities will then be noted.
18. The user will be responsible for repairing any such damage.
19. The making available of facilities in terms of this agreement shall not be deemed to convey any sanction by UNISA for the performance or exhibition of any musical or other work without the consent of the owner. The user must obtain the consent of any such owner as may be required by law. If so requested by UNISA, the user shall produce satisfactory proof that such consent has been granted prior to any such performance or exhibition. Failure to produce such proof shall entitle UNISA to summarily cancel the agreement with the user by means of written notice. The right of the user to use or continue using the venue or facility shall immediately cease and UNISA shall not be liable to make good or refund any service charges paid in advance or otherwise for the use of such facilities.
20. No overcrowding of the venue or facility shall take place and the number of people allowed into the venue shall be limited to the seating capacity of the particular venue or facility. No persons shall be allowed to congregate in the passages, aisles or doorways of the venue. When the available seating capacity is occupied, the user of the venue shall prevent the admission of any more people.
21. When the cafeteria's facilities are used, the relevant rules are applicable and the user shall ensure that all his or her employees, guests, clients, patrons or agents abide thereby.
22. When a user uses the telephone service of UNISA, he or she accepts responsibility for the payment of all calls made by persons attending the function as well as persons assisting with the function, at rates fixed by UNISA.
23. The making available of facilities does not necessarily include the provision of parking facilities.
24. UNISA reserves the right to change the tariffs at any time.

25. Additional services that are required may only be supplied by UNISA, unless UNISA consents to the use of an external party to provide such services prior to any function.
26. All catering must be supplied by the UNISA contracted catering service provider, and no private caterers are allowed on UNISA grounds.
27. Should it be necessary to move a piano, the user must arrange with UNISA for this to be done. Permission to use a grand piano or the UNISA organ must be obtained a day before the event takes place.

Breach of agreement

28. UNISA reserves the right to cancel the agreement with the user without payment of any compensation for any possible loss to the user in the event of any breach of contract by the user or if UNISA deems that the cancellation would be in interest of law, morality or the safety of UNISA and other users of its facilities. The deposit will then be paid back.