



**UNIVERSITY OF
ZULULAND**

**Student Housing Division
Application for Use of Residences During University Recess**

1. Particulars of Applicant

1.1. Name:.....

1.2. Staff/ID no.....

1.3. Organisation/Dept.....

1.4. Address

.....

1.5. Tel./Mobile.....

2. Event Details

2.1. Event name.....

2.2. Dates.....2.3. Number of guests.....

2.4. Number of males.....2.5. Number of females.....

2.6. Related needs (eg. Dining Hall).....

3. Payment details

3.1. Invoice to.....

3.2. Address (if different from above)

.....

3.3. Amount.....

Signed:.....

Capacity:.....

CONDITIONS

The residences of the University of Zululand are open for use by internal and external guests under the following conditions:

1. The University of Zululand does not take responsibility for any injury, loss of life, loss of a guest's property or damage to a guest's property while lodging in the residences
2. It is the guest's responsibility to ensure that their valuables are secure and are kept with them at all times
3. A daily fee as determined by the University from time to time is payable at the Finance Department prior to the occupation date. A receipt must be produced before permission is granted
4. Students with permission to stay in the residences as individuals will be charged the daily rates and the amount will be debited to their accounts
5. Granting of accommodation is subject to availability. Applicants must apply at least three weeks in advance. A few months prior to the date would work even better
6. No alcohol or drugs are allowed in University residences
7. All residence rooms are "no smoking" areas
8. Guests are to bring their own bed linen and blankets
9. Upon entry, guests will complete and sign a "show up" form
10. Damages to the structure, room furniture or any of the room contents will be charged to the applicant
11. Guests are to comply with all security rules and instructions from the officials of the Protective Services Department
12. Noise levels should be kept low at all times so as not to disturb other guests of the University
13. A room is allocated to the number of people appearing on the guest list. A breach of this may result in the eviction of the occupants and the forfeiture of monies already paid
14. Respective deans must sign the internal applications from faculties
15. A completed and signed form is submitted to: Ms T. Nsibandee. Student Services Department or e-mail: Nsibandee@unizulu.ac.za

I/We accept the above conditions and undertake to abide by them.

Signed:.....Date.....