

UCT LIBRARIES

GENERAL GUIDELINES FOR HLANGANANI JUNCTION

- The Hlanganani Junction operates by **standard opening hours**. These are **Monday to Friday from 8.30 am until 4.30 pm**.
- Events should only be booked where they have a research component or are of strategic importance to the University. For example, a conference involving one of our institutes would fall under the former whilst, a postgraduate open day might be one of the latter.

In the event of the venue being available on a date when no research related activity is taking place it may be booked by one of the Library's strategic partners e.g. D School, Careers Service, CILT.

- The organiser of any event within the Hlanganani Junction is expected to be present at the **start of the event** to oversee set-up. Once the event is concluded, it is the **responsibility of the organiser to inform the Facility Manager (via email) that the event has finished and ensure that the venue is returned to its default set-up**.

1. BOOKINGS:

- Meetings are scheduled on a first-come, first served basis.
- Reservations can only be made up to 6 months in advance.
- Bookings must be done via our [online booking form](#). For more information about the Hlanganani Junction, please visit our [webpage](#).
- Special requests must be directed to the Facility Manager for approval.
- The maximum occupancy numbers for the Hlanganani Junction is **80**.
- When an event is cancelled, contact all relevant parties to inform them.
- Provide at least 24 hours advanced notice when cancelling a reservation.

- The tables, chairs and other furniture in the Hlanganani Junction may be rearranged to meet the needs of the persons using the room, but **must be returned to their previous locations at the end of the meeting.**
- No furniture may be **removed** from the Hlanganani Junction or **stored outside** the venue during the course of an event.

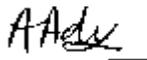
2. CATERING:

- Light refreshments (finger foods) may be served in a meeting room, but refreshments to be heated or other method involving flames is prohibited. **No food may be prepared on the premises.**
- All food, beverages, dishes, containers must be removed/disposed of or picked up by the caterer/organizers.

3. EQUIPMENT:

- We are not responsible for personal items or business equipment brought into the building or left in the Hlanganani Junction throughout the day.
- Responsibility falls upon the representative of the requesting organization to make certain the group is aware of, and abides to regulations. Failure to do so may result in denial of future room reservation requests.
- Any special set-up, presentation or equipment needs must be included on the reservation request and is subject to approval by the Facility Manager.
- If there is a change to the requested set-up or equipment need, please let us know as soon as possible. Last minute changes are not guaranteed.
- There are no laptops for loan in this facility. Please bring your own equipment and devices.
- All presentations transferred to Hlanganani Junction computers must be free of viruses; We do not provide use of office equipment (e.g. copier, printer, flash drives) or supplies (e.g. paper, pens).

- **Please note** that you are entering a **library space**, and **noise levels** need to be kept to a **minimum at all times**. **All cell phones must be on silent mode**. **Making or taking cell phone calls in UCT Libraries is prohibited**.
- Persons attending a meeting in the Hlanganani Junction must restrict their activities to the meeting room.
- A violation of these rules may result in denial of a future request for use of a meeting room.



Amina Adam
Facility Manager