



FHS STUDENT EVENTS APPROVAL FORM 2026

Read the following conditions prior to completing the form and sourcing approval.

1. All student councils, clubs and societies must be registered with Wits Student Governance Office (SGO).
2. Councils, clubs & societies renew registration annually by 30 September. Email hakima.dean@wits.ac.za for the registration forms.
3. **No events will be approved without 1 weeks' notice period.** Plan events in advance. **NO LATE/LAST-MINUTE REQUESTS WILL BE APPROVED.**
4. For events where large numbers (100+) are expected, consult christeleen.ontong@wits.ac.za to discuss protocols prior to submitting this form.
5. **High profile events inviting high profile guests require a 6 weeks' notice period.** Inform the FHS Assistant Dean Teaching & Learning office. Once written approval is attained from the latter office, attach it to this form to eileen.maleka@wits.ac.za for final approval.
6. When hosting a fundraising event, first approval must be sourced from SGO (email tshepo.ndlovu@wits.ac.za). Send proof of SGO approval, with this FHS Events Approval Form to eileen.maleka@wits.ac.za for final approval. Sale of food is subject to strict safety & hygiene protocols by Wits Health and Safety Office. Email tshepo.ndlovu@wits.ac.za for the forms.
7. All funds raised must be deposited into the council, club or society bank account. Email tshepo.ndlovu@wits.ac.za for the policy/procedures.
8. Once this approval has been granted, email christeleen.ontong@wits.ac.za to book a venue, including equipment. Councils, clubs, societies, mentors and tutors take full responsibility for any damage/s to the rooms, premises, furniture and/or equipment when booking a venue. Leave the venue in the same good order in which you found it. No littering, moving furniture and eating allowed in venues.
NB: 5th Floor Classrooms at the FHS Teaching & Resource Centre are not bookable spaces for student events.
9. Arrange parking with fhs.parkingoffice@wits.ac.za. No parking access without specifying the number of bays required, driver, make, colour and registration of vehicle.
10. No events are allowed or approved during the exam moratorium at the end of the year.

To book the following venues contact:

Adler Museum/Foyer	Lydia Makua	011 717-2067	lydia.makua@wits.ac.za
SPH Resource Centre	Gugulethu Mabena	011 717-2543	gugulethu.mabena1@wits.ac.za
Len Muller Room	Sizwe Dhlamini	011 717-2580	sizwe.dhlamini@wits.ac.za
Education Campus	Anneline Maasdorp	011 717- 3223	anneline.maasdorp@wits.ac.za
Main Campus	Wiseman Khumalo	011 717- 9225	wiseman.khumalo@wits.ac.za

COMPLETE THE FOLLOWING SECTION (no completion, no approval)

Name of Council/Society/Club/Tutor	
Event to be held	
Online or in-person event	
Date & time of event	
Venue and equipment required	
Number of people expected at the event	
External organization and people attending the event	
Parking required (specify number of bays)	
Name of Driver, Make, Colour and Registration of Vehicle	
Name, email and signature of student leader accepting conditions	

FOR OSS USE ONLY

Approval granted by	Signature	Date

FACULTY OF HEALTH SCIENCES

The Phillip Tobias Health Sciences Building, 29 Princess of Wales Street, Parktown 2193, South Africa
T +27 11 717 2565 | **Telegrams** 'Witsmed' | www.wits.ac.za | Private Bag 3, WITS, 2050