

**SPORTS & UTOWN MANAGEMENT UNIT (SUU) FACILITIES BOOKING FORM  
(NUS STUDENT ORGANISATIONS & NUS DEPARTMENTS)**



(\*Please delete where applicable)

TO BE COMPLETED BY APPLICANT (Please fill up all fields)					
Name of Applicant (e.g., Student Organisation / NUS Department)		<i>(the "Applicant")</i>		Contact No.	
Name of Applicant's Authorised Representative Mr / Ms / Mdm / Mrs.				Course (if applicable)	
Matriculation / Staff No.*				Email	
Nature of Event (indicate if Event involves one or more of the listed topics; if not, please specify)		<input type="checkbox"/> Race <input type="checkbox"/> Language <input type="checkbox"/> Religion <input type="checkbox"/> Political <input type="checkbox"/> Others, please specify: _____			
Brief Description of Event (attach Event proposal if available)		<i>(the "Event")</i>			
Required Capacity		Aircon Required? (Yes / No) Please refer to <b>Annex A</b> for aircon charges			
For Billing		NUS Contact Person & Contact No.			
Please Indicate Room Number Below		Town Plaza (TP)	Education Resource Centre (ERC)	Stephen Riady Centre (SRC)	
Seminar Room					
LT/Auditorium					
Studio/Practice Room					
MPSH					
Others					
Date(s) of Event		Time Period for Event (Timing)			
<b>Please tick the ones which apply:</b>				<b>Yes</b>	<b>No</b>
Is the function limited only to members of your organisation/department?					
Are members of the National University of Singapore community permitted to attend?					
Is the Event open to the public?					
Are fees being charged for the Event? (If so, please state the amount: \$ _____.)					
Have you obtained Temporary Change of Use Permit Application (TPA) clearance from the Office of Safety, Health and Environment (OSHE) for the Event? (Student groups whose Events involve a change in the original use of the venue must submit an online TPA and forward the approval to SUU at least two weeks before the Event date.)					
Will banners, posters or advertising material be displayed during the Event? (If yes, they must be submitted to SUU at least two weeks prior to the Event for approval.)					
If the Event requires a licence under the Public Entertainments and Meetings Act (Cap. 257) or a permit under the Public Order Act (Cap. 257A), please obtain the requisite licence or permit from the relevant authorities. <b>Public Entertainment Licence/Public Assembly/Procession Permit Number:</b> _____					

# SPORTS & UTOWN MANAGEMENT UNIT (SUU) FACILITIES BOOKING FORM (NUS STUDENT ORGANISATIONS & NUS DEPARTMENTS)

## For NUS Student Organisations

NUS Student Organisations will first need to obtain an endorsement from their NUS Staff Advisors (with signature and official stamp) to hold the Event :

Name of Staff:		Signature & Stamp/Date:	
Department:			

**Notes:**

- (a) The facilities in UTown (except Sport Halls) will be unlocked and locked automatically 10 minutes before and after the booking time.
- (b) This Application to book Facilities is only considered accepted upon the issue of a confirmation email from the SUU.

## DECLARATION BY APPLICANT

The Applicant hereby declares that the above information is accurate and correct. The Applicant understands that this Application to book Facilities is tentative and is subject to SUU' s confirmation and acceptance. The Applicant hereby:

- (a) acknowledges that the Applicant has read the [Terms and Conditions](#) governing the use of the Facilities (the “ [Terms and Conditions](#) ” );
- (b) confirms the Applicant' s acceptance of and agreement to abide by and be bound by all the [Terms and Conditions](#) in their entirety;
- (c) understands and accepts that a binding agreement (of which this Application shall constitute an integral part) shall be constituted between National University of Singapore (“ NUS” ) and the Applicant once the Applicant has accepted and agreed to abide by and be bound by the [Terms and Conditions](#) and this Application to book Facilities is accepted by SUU/NUS;
- (d) agrees and consents that the personal data provided in this form may be collected, used, processed and disclosed by NUS for the purposes of booking of facilities in accordance with the Personal Data Protection Act 2012 and all subsidiary legislation related thereto. In respect of disclosure, the Applicant understands that NUS may disclose the Applicant' s personal data to third parties (which may be in or outside of Singapore) where necessary for the Purposes.

Signature: (Applicants Authorised Representative)		Date:	
Name of Applicants Authorised Representative:			

# SPORTS & UTOWN MANAGEMENT UNIT (SUU) FACILITIES BOOKING FORM (NUS STUDENT ORGANISATIONS & NUS DEPARTMENTS)

## Annex A - Aircon Charges

Venue	Charges	Waiver of Aircon Charges
MPSH 1 / 2 / 5 / 6	\$30.00 per hour	Aircon charges are automatically waived <u>only for the below University level events</u> : <ul style="list-style-type: none"> <li>• Open Day (UCO)</li> </ul>
MPSH 4	\$15.00 per hour	<ul style="list-style-type: none"> <li>• Career Fair (CFG)</li> <li>• Alumni Homecoming (OAR)</li> <li>• Commencement (OCR)</li> </ul>
University Sports Centre (USC) Indoor Sport Hall	\$89.50 per hour	<ul style="list-style-type: none"> <li>• Rag &amp; Flag (NUSSU)</li> <li>• Student Life Fair (NUSSU)</li> </ul>
UTown Sport Halls 1 / 2	\$30.00 per hour	<ul style="list-style-type: none"> <li>• Sport Club Day (NUS Sport Club)</li> <li>• Competitions / Matches with external organisations (OSA)</li> <li>• Examinations / Time-tabling (RO)</li> </ul>

\*The above charges are only for student organisations. For NUS corporate departments, please reach out to [Reboks@nus.edu.sg](mailto:Reboks@nus.edu.sg) to enquire about aircon charges.