

**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 Code (if applicable)		(Yes / No)	
NUSNET ID.*		Is this course part of a self-funded program? If yes, rental charges shall apply to the facility or space.			
Nature of Event (indicate if Event involves one or more of the listed topics; if not, please specify)		<input type="checkbox"/> Award Ceremony <input type="checkbox"/> Conference / Workshop / Seminar <input type="checkbox"/> Competition <input type="checkbox"/> Festival <input type="checkbox"/> Game Show <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Performance <input type="checkbox"/> Training / Rehearsals <input type="checkbox"/> Others, please specify: _____			
Brief Description of Event (attach Event proposal if available)		<i>(the "Event")</i>			
Required Capacity					
For Billing		NUS Contact Person & Contact No.			
Please Indicate Room Details Below		Town Plaza (TP)	Education Resource Centre (ERC)	Stephen Riady Centre (SRC)	Sports Facilities
Seminar Room					
LT/Auditorium					
Studio/Practice Room					
MPSH					
Open Spaces					
Others (please specify):					
Date(s) of Event		Timing for "Event" (to include setting up and tearing down)			
<b>Please tick the ones which apply:</b>				<b>Yes</b>	<b>No</b>
Have you obtained Temporary Change of Use Permit Application (TPA) clearance? (If Event involves a change in the original use of the venue, organisers 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), it's the <b>responsibility of the organiser</b> to obtain the requisite licence or permit (e.g. Public Entertainment Licence/Public Assembly/Procession Permit Number) from the relevant authorities.					

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**For NUS Student Organisations / Official NUS Modules**

NUS Student Organisations will first need to obtain an endorsement from their NUS Staff Advisors. Those reading official NUS courses and required to organise an event as part of their course requirements will need to obtain an endorsement from the NUS Faculty Staff (with signature and official stamp) hosting the course.

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 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: (Applicant - Authorised Representative)		Date:	
Name of Applicant - Authorised Representative:			