Application for use of FASS Faculty Lounge (L2 of The Deck)

Applicant details:

Name of applicant: ______________________________________________________________
Contact no: _______________ Fax: _______________ e-mail: ___________________
Department: _________________________________________________________________
I agree to abide by the rules and conditions governing the use of the Faculty Lounge listed overleaf
Signature of applicant: _________________________________ Date: _________________________

Booking Details:

Name of function: _________________________________________________________________
Function date(s), Time: ____________________________________________________________
Number of person(s) involved: __________________________
Is corridor required for tea reception: **YES / NO**  Note: OLIO catering to be hired, if food is to be served

Equipment Required:

If AV equipment is required, please contact Technical Support Office, FASS at 6516 3807 regarding loaning of key to the AV cabinet (Please refer to website http://www.fas.nus.edu.sg/ts/ for details of equipment available in the Faculty Lounge) and setup of equipment.
If additional equipment is required, please indicate in the table below:

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<tr>
<th>S/n</th>
<th>Equipment</th>
<th>Qty Required (subject to availability)</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1</td>
<td>Wireless microphone with floor stand</td>
<td>Please provide own battery</td>
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**Delete where inapplicable

FOR OFFICIAL USE ONLY

1. Your application **is / is not approved, booking of Faculty Lounge (inclusive of preparation time and clearance time)

will be from ________________________________ to ________________________________

Date, time  Date, time

Officer-in-charge: ______________________________________________________________

Name  Signature  Date

Remarks: ____________________________________________________________________
1) Operating Hours (Air-conditioning Hours) for the Lounge
   Mondays to Fridays - 8:00am to 10:00pm
   Saturdays – 7:30am to 3:00pm
   Closed on Sundays and Public Holidays

2) Bookings are to be made with Dean’s Office reception (form is available.)
   Booking Hours for Events:
   Mondays to Fridays – 5:00pm to 9:00pm (if set-up is needed, it can be booked from 4:00pm)

3) We have contracted with OLIO for catering. Only finger food from OLIO (view special menu) will be
   allowed to be served during events in the Lounge.

4) Your co-operation in keeping the Lounge clean and tidy is appreciated. No food and drinks, other than
   that served by OLIO, is to be consumed in the Lounge.

5) Users are reminded that NUS is a non-smoking campus.

6) This Lounge is strictly for use by staff members.

7) Staff are asked to be responsible for their guests, and use of the premises.

8) Staff and their guests are requested to be in proper attire when using the Lounge.

   *The Dean’s Office will not be responsible for any mishap or accident arising
   from the use of the Faculty Lounge.*