To: Administrative Officer
Dean’s Office, FASS

Through Head of Department: _______________________________    ________________________
Name      Signature, Date

Application for use of Faculty Lounge

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:
Type of booking: **DEPARTMENTAL / PERSONAL  Function

Function date(s), Time: ___________________________________________________________________
Please indicate the actual start time and end time
Name of function: _________________________________________________________________________

Number of person(s) involved: __________________________
  a.Is function open to public? **YES / NO
  b.Are fees being charged for the event? **YES / NO

Is foyer required for tea reception: **YES / NO

If AV equipment is required, please contact Dean’s Office, FASS at 65166133 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)

If additional equipment is required, please indicate in the table below:
Note: Please allow at least 2 hours in advance of the function for preparation and 2 hours after the event clearance purposes

<table>
<thead>
<tr>
<th>S/ n</th>
<th>Equipment</th>
<th>Qty available</th>
<th>Qty required</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rostrum Microphone</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Wireless microphone with table stand</td>
<td>4</td>
<td>Please provide own 9V battery</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Wireless microphone with floor stand</td>
<td>2</td>
<td>Please provide own 9V battery</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Others (subject to availability of equipment)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** 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 ___________________________.

   Officer-in-charge: ___________________________     ___________________    ______________
   Name          Signature    Date

   Remarks: _______________________________________________________________________________

2. Received the sum of S$ __________________ for the use of the Faculty Lounge.

   Received by: ___________________________     ___________________    ______________
   Name           Signature    Date

   Receipt no (if applicable): ___________________________
Conditions for use of Faculty Lounge, Faculty of Arts and Social Sciences (FASS)

1. The Faculty Lounge is open to all staff of FASS for departmental functions during office hours and for personal functions after office hours.

2. A charge of $20 per session (morning/afternoon/evening) will be imposed for
   a. personal functions (used by staff),
   b. workshops or seminars where external parties are charged fees
   c. bookings by all other non-FASS departments. An official receipt will be issued.

3. If audio-visual equipment has to be set up and used during the functions mentioned in item (2), additional equipment charges will be levied. (Please enquire)

4. All bookings for use of the Faculty Lounge for departmental / programme functions must be submitted through the Head of Department / Coordinator of Programme at least two weeks before the function.

5. The Faculty Lounge should not be used for a) students’ activities without permission of Dean’s Office and b) classes for students.

6. The keys should be obtained from the Dean’s Office, FASS before the function and returned immediately after the function (the following working day if the function is held in the evening.)

7. Applicants shall pay for all losses, damage and cost of replacing equipment, carpet and furniture.

8. No item shall be removed from the Faculty Lounge without prior permission from the Dean’s Office, FASS. All magazines and furniture must be returned to their respective positions after use.

9. Windows should not be opened unless the air-conditioning units are out of order. All opened windows should be closed once the function is over.

10. If the function is held after office hours, please remember to switch off all lights and air-conditioning units and lock the door when the function is over.

11. All food and beverage must be laid outside the Faculty Lounge.

12. All litter (including leftovers) should be deposited into the garbage bin outside Block AS7.

13. Staff members using the Faculty Lounge must ensure that the Faculty Lounge is kept clean and tidy at all times.

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