

USP FACILITIES BOOKING FORM (USP STUDENTS)



TO BE COMPLETED BY APPLICANT <i>(Please fill up all fields)</i>			
Name of Applicant		Contact No.	
Matriculation No.		Email	
Brief description of Event (attach Event proposal if applicable)			
Room(s)	<input type="radio"/> Seminar Room 1 <input type="radio"/> Seminar Room 2 <input type="radio"/> Seminar Room 3	<input type="radio"/> Tutorial Room 1 <input type="radio"/> Multimedia Lab <input type="radio"/> Chua Thian Poh Hall	
Date(s) of Event		Time Period for Event (hours or days)	

Terms & Conditions

- a) Booking of rooms is open to all USP students on a first come first serve basis. Priority of classroom usage will be given to official academic matters. (e.g. classes)
- b) Booking must be made at least 3 days in advance
- c) Classrooms cannot be booked for non-USP purposes. (e.g. personal events etc.)
- d) Please be considerate to other users. Keep the rooms clean and do not rearrange the furniture. All rooms must be restored back to its default arrangement after every usage.
- e) All classrooms are to be “hard-locked” with the respective keys after every usage.
- f) Booking of classrooms for the student will be suspended, should any of the terms & conditions of usage are not adhered to.
- g) This application to book facilities at USP is only considered accepted upon written confirmation by a USP Admin staff (please refer below)

DECLARATION BY APPLICANT			
The applicant hereby declares that the above information is accurate and correct. The applicant has read and acknowledged the Terms & Conditions. The applicant understands that this application to book USP facilities is subject to USP General Office’s confirmation and acceptance.			
Name & Signature of Applicant:		Sign Out:	Sign In:
Overall-in-Charge (Staff / Faculty Member)		Date:	Date:
FOR OFFICIAL USE ONLY			
Acknowledged By:		Signature:	