

Meeting Room Booking

* Please complete this form and submit it at least **2 days** in advance to the Student Service Centre or via fax: 6738 3314 or email: studentservice@naa.edu.sg

Room no. Assigned: _____

PART A STUDENT PARTICULARS

| | |
|-----------------|----------------|
| Name of Student | Student ID No. |
| Email Address | Contact No. |
| Program | |

PART B BOOKING DETAILS

| | | | | | | | | |
|--|----------------------|----------------------|--------------------|-------------------|--|----------------------|--|--------------------|
| No of persons in group: _____ | | | | | | | | |
| Names of group members: _____ _____ | | | | | | | | |
| Room required on (Date): _____ | | | | | | | | |
| (Please Tick only 2 slots, subject to availability of rooms) | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">Slot 1: 9am – 12noon</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">Slot 3: 3pm - 6pm</td> </tr> <tr> <td></td> <td style="text-align: center;">Slot 2: 12noon – 3pm</td> <td></td> <td style="text-align: center;">Slot 4: 6pm – 10pm</td> </tr> </table> | | Slot 1: 9am – 12noon | | Slot 3: 3pm - 6pm | | Slot 2: 12noon – 3pm | | Slot 4: 6pm – 10pm |
| | Slot 1: 9am – 12noon | | Slot 3: 3pm - 6pm | | | | | |
| | Slot 2: 12noon – 3pm | | Slot 4: 6pm – 10pm | | | | | |
| * Please check at the security counter on Level 1 for room number upon arrival during non-operating hours. | | | | | | | | |

- Meeting Rooms & Common Study Rooms are available from Monday to Sunday (including public holidays). The Students Lounge at Level 3 & 4 will also be open for all students from 9:00 a.m. to 10:00 p.m.
- **Meeting Rooms:** #03-08, #04-04, #04-05, #04-12 are available for booking by study group of 2 or more students. Allocation of room at the discretion of the Student Services Administrator by availability.
- **Common Study Rooms:** #04-13, #04-17 are available for self study.

Conditions of Use:

1. Students are to request booking of rooms at least **2 days in advance**, up to maximum of 2 weeks, prior to the day they require the room.
2. Each study group is allowed to **book up to maximum of 2 slots** per day (e.g. from 9:00 a.m. to 3:00 p.m.).
3. Please provide the **names of students** in the study group upon booking.
4. Eating, drinking and smoking are **STRICTLY** prohibited in all rooms at all times.

I have read the above conditions and agree to abide by them

Signature

Date

Operating Hours:
Monday – Thursday: 10.00am – 7.00pm
Friday: 9.00am – 10.00pm
Saturday: 9.00am – 8.00pm
Sunday: 9.00am – 5.00pm