

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@naaec.com.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)

	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 : **#03-02, #03-08, #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

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We are located at:
Student Service Centre,
#04 -04

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