

## 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](mailto: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): _____				
<b>(Please Tick only 2 slots, subject to availability of rooms)</b>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Slot 1: 9am – 12noon</td> <td style="width: 50%; padding: 5px;">Slot 3: 3pm - 6pm</td> </tr> <tr> <td style="padding: 5px;">Slot 2: 12noon – 3pm</td> <td style="padding: 5px;">Slot 4: 6pm – 10pm</td> </tr> </table>	Slot 1: 9am – 12noon	Slot 3: 3pm - 6pm	Slot 2: 12noon – 3pm	Slot 4: 6pm – 10pm
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- Meeting Rooms & Common Study Rooms are available from Monday to Sunday (including public holidays). The Student Lounge at Level 4 is open for all students from 9:00 a.m. to 10:00 p.m.
- **Meeting Rooms** are available for booking by study group of 2 or more students. Allocation of room is at the discretion of the Student Services Centre 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**

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**Signature**

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**Date**

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#### Operating Hours:

Monday to Thursday: 9.00am – 7.00pm  
Friday: 9.00am – 10.00pm  
Saturday: 9.00am – 8.00pm  
Sunday: 8.30am – 5.00pm