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## FAQ – booking spaces

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1) Who can book the facilities?

Students, faculty and staff can book the facilities through the Facilities Booking System (FBS) or through direct contact with the relevant parties.

Any external Applicant (i.e. any person or organisation outside Yale-NUS College) requesting an event to be hosted on campus must work with a Yale-NUS College department, staff or faculty member to act as the key Yale-NUS coordinator and point of contact for the event.

2) Who do we contact for booking?

*\*For students who are unsure of whether your event requires the use of an “Event Request form”, please contact the Manager for Student Organisations & Leadership by email at: [petrina.loh@yale-nus.edu.sg](mailto:petrina.loh@yale-nus.edu.sg)*

<b><u>Rooms/ spaces for bookings</u></b>	<b><u>Approved by</u></b>	<b><u>How to book?</u></b>
All Classrooms, except Classroom 16	Dean of Students Office	Book at <a href="http://booking.yale-nus.edu.sg">booking.yale-nus.edu.sg</a>  Please note that bookings are only for Yale-NUS events and usage.
Classroom 16	Centre for International and Professional Experience (CIPE)	Go to <a href="http://booking.yale-nus.edu.sg">booking.yale-nus.edu.sg</a>
Performance Hall, Black Box Theater, all practice rooms	Arts and Media	Book at <a href="http://booking.yale-nus.edu.sg">booking.yale-nus.edu.sg</a> Click <a href="#">here</a> for more information
Programme Room 1, Global Learning Rooms 1 & 2	Educational Resources and Technology (ERT)	Book at <a href="http://booking.yale-nus.edu.sg">booking.yale-nus.edu.sg</a>
All RC spaces that are not classrooms	College Managers & Management Assistant Officers (MAOs)	Please contact individual RC for approval: - Elm College ( <a href="mailto:elmcollegeoffice@yale-nus.edu.sg">elmcollegeoffice@yale-nus.edu.sg</a> ) - Saga College ( <a href="mailto:sagacollege@yale-nus.edu.sg">sagacollege@yale-nus.edu.sg</a> ) - Cendana College ( <a href="mailto:cendana@yale-nus.edu.sg">cendana@yale-nus.edu.sg</a> )
Butteries area	College Managers & Management Assistant Officers (MAOs)	Please contact individual RC for approval: - Elm College ( <a href="mailto:elmcollegeoffice@yale-nus.edu.sg">elmcollegeoffice@yale-nus.edu.sg</a> ) - Saga College ( <a href="mailto:sagacollege@yale-nus.edu.sg">sagacollege@yale-nus.edu.sg</a> ) - Cendana College ( <a href="mailto:cendana@yale-nus.edu.sg">cendana@yale-nus.edu.sg</a> )

Multi-Purpose Hall (MPH)	Contact Andy Loe at <a href="mailto:andy.loe@yale-nus.edu.sg">andy.loe@yale-nus.edu.sg</a> if there is a significant need to use the MPH.	MPH is generally not available for booking, due to its heavy use by Athletics teams.
UTown spaces		Send your request to <a href="mailto:utown@nus.edu.sg">utown@nus.edu.sg</a> . Please also submit the <a href="#">Booking Form</a> .

3) What are the regulations about the booking system that I should take note?

- Students should submit their own booking requests. Advisors and DOS staff will not be submitting requests for you.
- Any booking request will be processed within 2 working days from the day of submission. Requests will not be processed by DOS staff outside of office hours and over the weekend.
- You can submit block bookings for programmes like weekly club meetings, exco meetings etc. on a monthly basis. Due to the high number of usage by staff, faculty and students, semester bookings are not permitted.
- Please describe the purpose of booking the space clearly. Unclear description may result in delay in approval.
- Please inform the Dean of Student Office if there will be external guest involved.
- Do not assume you have a room until you receive a confirmation email.
- Booking of Yale-NUS facilities is not allowed during December vacation (between Semester 1 and 2) as campus is closed during this period.
- All booking approvals are at the discretion of the by the approver offices.
- What is the timeframe for booking of such spaces (E.g. how long before the event's start date does the organisation have to book?)
- Applications must be submitted for approval at least two (2) months before the commencement date of the event.

4) Is there a fee to be paid to book the spaces?

Events fully managed, organised and executed by Yale-NUS College faculty, staff or students will not be charged for the use of the College facilities, except for events fully or partially funded by an external grant or an external institution, or charging fees to participants or if the event is essentially an external one that is using Yale-NUS as a venue. However, use of any student suites, audio visual support and payment for any other vendors for the event will be chargeable to the Applicant. Rates for all facilities you may refer to the Campus Event Request Form by clicking [here](#).