



FACILITY REQUEST FORM

REQUESTED BY:

Name: _____ NRIC No.: _____

Facility: _____ (Classroom/Auditorium/Conference Room/Boardroom*)

Purpose of Request: _____

Date Required: _____ Duration: _____

Person-In-Charge: _____ NRIC: _____
(If different from requestor)

Contact Number: _____

Standing Instructions:

1. The Person-In-Charge (PIC) is to ensure that, in the event of a fire, the attendees assemble at the College car-park and have their attendance taken.
2. No food / drinks are allowed in the classroom.
3. Attendees are to sign In and sign Out on the Attendance Record sheet.
4. Attendees are to be decently dressed.
5. PIC is to ensure that the air-conditioning and lights are switched off before leaving.
6. PIC is to ensure everyone is accounted for before locking the main door.
7. The Attendance Record sheet has to be returned to Admin for record-keeping the following day.
8. No unauthorised guest (such as friends and relatives) is allowed into the College premises.
9. Others: _____

I agree to abide by the above-mentioned instructions. The name-list of the attendees is attached.

SIGNATURE: _____ DATE: _____

NAME: _____

APPROVED BY:

SIGNATURE: _____ DATE: _____

NAME: _____

APPOINTMENT: VP(Technical) / Managing Director *

Instructions (for Admin use only):

1. Once approved, a photocopy is to be issued to the Requestor / PIC
2. The original will be filed with Admin Officer
3. Prepare a copy of the attendance list (to be given to the PIC for the attendees to sign and to be returned as Attendance Record)

* Delete as appropriate