**Guidelines for PitStop@FASS Event Booking and Usage**

**General Information:**

1. Only FASS Club, FASS-based academic societies and clubs, and FASS Departments can book and use PitStop@FASS for events, unless otherwise advised.
2. PitStop@FASS is available for booking at no cost, unless otherwise advised.
3. Availability:

Between 10am – 10pm on Monday – Friday, including NUS vacation period

Not available on weekends, Public Holidays, and NUS holidays

1. Maximum Capacity:

|  |  |
| --- | --- |
| Max Capacity | Area |
| 60 pax | Entire PitStop@FASS, including sofa and TV areas |
| 40 pax | General Activity Area, chairs only |
| 30 pax | General Activity Area, tables and chairs |

1. F&B (e.g. buffet catering) may be set up outside PitStop@FASS. Requests for F&B to be consumed inside PitStop@FASS will be reviewed on a case-by-case basis. If the space is left dirty, or there is food rubbish overflowing after your event, cleaning charges will be imposed.
2. Access to PitStop@FASS for Event:
3. Normal hours (before 6pm): FASS student matric card
4. After office hours (beyond 6pm): Staff Advisor’s staff card. Staff Advisor is also required to be present until the end of the event.
5. Facilities available for events:
   * Reception counter
   * Portable projector
   * Portable speaker with 2 microphones
   * General Activity Area with 8 portable tables (1.5m L) and 40 chairs
   * 2 Poster stands
   * Advertisement on PitStop@FASS Telegram Channel and Webpage
   * All other existing facilities in PitStop@FASS

**Booking Procedures:**

* Student representative or Staff Advisor to complete thisbooking form for review by SSM team (email to [fassupport@nus.edu.sg](mailto:fassupport@nus.edu.sg)) with Staff Advisor in the cc.
* Approval can be provided within 5 working days, with priority given to events related to wellness/wellbeing.
* The use of PitStop@FASS is subject to availability; sending in a booking request DOES NOT guarantee approval. Please submit your booking request early, and have a contingency plan.
* Event organiser to submit photos of the space to FASS Student Support ([fassupport@nus.edu.sg](mailto:fassupport@nus.edu.sg)) after the event, to ensure that the space is clean and properly closed.
* Please arrange all furniture and equipment back to their original positions after using the space.

**Event Booking Form for PitStop@FASS:**

|  |  |  |
| --- | --- | --- |
| Date of Event |  | |
| Time of Event  (please include setup and clean-up time) | Start time: End time: | |
| Name of Society/Club/Interest Group/ Department |  | |
| Full Name of Requestor |  | |
| Designation in Society/Club/Interest Group/ Department |  | |
| Contact Number |  | |
| NUS Email Address |  | |
|  | | |
| Name of Event |  | |
| Description of Event  e.g activities and personnel involved, clean-up plans |  | |
| Facilities required |  | |
| Attendance Size (max. 60) |  | |
| Who are your target audience?  Will there be non-FASS participants at the event? |  | |
| Will there be food/drinks served?  If Yes, describe the type of food/drinks and clean-up efforts. |  | |
| **[OPTIONAL]** | | |
| Publicity Image | |  |
| Publicity Caption (max. 4000 characters) | |  |
| **[MANDATORY]** | | |
| Please attach staff advisor approval via email or text, e-signature, etc. |  | |
| Staff Advisor Staff Card Number (for access after 6pm) |  | |