USAGE OF THE BARBECUE PITS AT NANYANG HEIGHTS AND NANYANG MEADOWS
STAFF (Non-resident) BOOKING FORM

Users, Opening Hours, and Booking Procedure
1. Booking of Barbeque (BBQ) pits at Nanyang Heights and Meadows will be on a first-come-first served basis.
2. NTU Staff (excluding temporary/contract staff) is able to book only one BBQ pit per month.
3. The BBQ pits will be opened for use from 4 p.m. to 9 p.m. on weekdays; and from 10 a.m. to 2 p.m. and 4 p.m. to 9 p.m. on weekends and public holidays.
4. For staff booking, a fee of $15 is required for the cleaning services. Staff will need to pay the fee upon booking (via credit card).
5. BBQ pits can be booked online via Stafflink.
6. Bookings will be accepted upon email confirmation.
7. For immediate weekends, bookings need to be made by Friday, 4pm. To cancel your booking, please access the online booking facilities system at stafflink at least 24 hours in advance to make any cancellation. There will be no refund for cancellation.
8. On the day of your booking, present your booking slip & receipt to NEC reception. The staff at NEC will hand you the keys for the water points and BBQ pits. You will need to lock up and return the keys to NEC reception not later by 12 pm on the next day.

Conditions of Use
1. You are responsible for the cleanliness of the BBQ pits, wash basins and pavilion areas. All litter are to be disposed of in the rubbish bins (except hot charcoal). If the rubbish bins are full, please use your own garbage bags and leave them next to the rubbish bins.
2. You must lock the water points and BBQ pits before you leave.
3. Food and drinks must not be consumed beyond the BBQ pits and pavilion areas due to pest issue. Wash basins are provided for you to clean up (e.g. food, utensils etc.).
4. Be mindful of noise. Please consider the residents living close to the BBQ pits. Campus security will be deployed to site to cease any activities if usage exceed the closing hours or due to loud noise/music created by users.
5. You will need to bring your own BBQ grills and take them with you when you leave. (Pit size: 1040mm x 500mm)
6. Please be aware that breaching of the above rules may lead to a ban from future bookings.
7. The University will not be held responsible for any injuries, damages or loss of life, limb or property sustained by residents and their guests, how-so-ever caused when using the facilities.
8. Do note that we will recover any additional expense incurred from you if there is any damage to the common property after usage.
9. There will be no refund of fee in the event of rain or no-show.
10. The University reserves the right to change these terms and conditions in this agreement at any time, at its sole discretion, without notice.

Note: The nearest public toilets from Meadows is at Campus Clubhouse Pavilion. For Heights, it is at Canteen 2.