Rules and Regulations to use Nanyang House’s facilities and equipment

1. Application must be submitted to Nanyang House Office at least 1 month in advance.

2. Request for cancellation/postponement of booking must be made in writing to Nanyang House Office at least three days in advance.

3. No food or refreshments of any description shall be consumed on the premises unless prior approval has been obtained from Nanyang House Office.

4. The organiser must ensure that all windows and doors are locked; lights and air-conditioners are switched off before leaving the premises.

5. The organiser shall pay for all losses, damages and cost of replacements to equipment and fixtures. Any damage or defect of equipment/fixtures must be reported immediately to the Nanyang House Office.

6. The organiser must ensure that the sound system is not switched on too loud. Volume must be lowered further after 10pm.

7. The organizer must ensure that the premises are properly cleaned up; tables and chairs are arranged back to their original order after use.