

SPORTS & RECREATION CENTRE

APPLICATION FOR USE OF SPORTS FACILITIES

NOTE: This form should be submitted to the Sports & Recreation Centre minimum **seven days** before the day of use.

Name of Organisation :	
Name of Applicant :	Designation in Organisation:
Applicant ID. No. :	Tel / Mobile No : E-Mail Address :
Facilities Required :	
Purpose of Use :	
Date(s) of Use :	Time : From am/pm To am/pm
Date(s) of Use :	Time : From am/pm To am/pm
Expected No. of Participants :	Is your activity open to outsiders? Yes / No
If Yes, please furnish details of external participants:	
Remarks : (July 2021)	
<i>During this Pandemic, please refer to latest SMM guidelines and requirements in planning your activities. Please ensure SMM requirements are met. Please obtain activity approval from respective staff advisor.</i>	
I agree to abide by and also brief the participants of my event on the following:	
<ol style="list-style-type: none"> 1. Activities shall stop and move to nearby buildings when there is lightning or when the lightning warning sirens are sounded. In the event of wet weather, all participants are not to use the outdoor facilities as the condition is not conducive (eg soggy fields, wet courts) to avoid injuries and harm. 2. Sports & Recreation Centre is a no-smoking zone by law. 3. Keep the place clean and tidy after use. 4. Ensure that all activities after 9:00pm shall be within acceptable noise level in order not to cause disturbances to the nearby staff quarters. No excessive noise levels or use of PA systems are allowed before 9am and after 10:00pm. 5. The Nanyang Technological University and Sports & Recreation Centre, its staff and agents, shall not be liable or be held responsible for any mishap, injury, disability, death, damage or loss of property or any other loss/damage arising from or in connection with the use of its sports facilities/equipment. 6. The rules & regulations governing the use of facilities and equipment (website: https://www.ntu.edu.sg/life-at-ntu/recreational-spaces-facilities/sports-recreation-centre/sports-facilities#Content_C160_Col00) 7. Consent to the collection and use of my personal data above for the sole purpose of application for use of sports facilities/equipment at Sports & Recreation Centre. I understand that I may withdraw this consent expressly at any time in writing except to the extent that action has been taken in reliance upon it. 	
Signature of Applicant :	Date :
Approved by :	Date :

EVENT SAFETY REQUIREMENTS	
We reserve the right to decline the application if the safety requirements are not adhered to:	
Approve / Decline	
First Aid Kit on site - YES / NO	AED on site - YES / NO
Have you deployed First Aid / AED service?	YES / NO
Have you engaged external medical service?	YES / NO
If NO for any of the above, please explain:	