RE@NTU Guidelines:

**BOOKING OF RESIDENTIAL EDUCATION (RE) SPACES**

General: All RE spaces and its contents are University property. They are created and governed by the RE Student Affairs Office (RE-SA0) unit under the leadership of the Deputy Associate Provost, Residential Education (DAP-RE). These spaces are meant to facilitate the conduct and development of RE programmes and activities in the NTU Halls of Residence.

1. RE programmes and activities led by the Senior/Faculty-in-Residence (S/FiR), and Residential Mentors (RMs) will take priority over any other sanctioned programme or activity for all RE spaces.
2. Instructions on how to book these spaces can be found in this link: [http://www.ntu.edu.sg/re/space/Pages/default.aspx](http://www.ntu.edu.sg/re/space/Pages/default.aspx)
3. Please note that booking requests are not guaranteed and alternative arrangements should be made in case your request is declined.
4. Non-RE entities within NTU who approach RE-SA0 to use any RE space/facility for official activities of the organisation will be assessed on a case-by-case basis, and approval is not guaranteed. Any such request should only be for use of the RE space on a one-off basis and not on a recurring basis. The request should be endorsed by a faculty member or Residential Mentor (RM) who can attest to the proponent’s ability to use the RE space/facility responsibly. Should in-principle approval by DAP-RE be granted, the organisation may submit their request via the same link under point #2 and will be assessed by RE-SA0 for eligibility and approval. A security deposit may be required to ensure proper usage of the space, which is refundable upon a satisfactory check-out.
5. All booking requests must reach RE-SA0 no later than 2 weeks prior to the programme or activity. RE-SA0 will process all requests within 3 working days.
6. All programme or activity proponents will be primarily responsible and accountable for the proper use, cleanliness, and prevention of loss/damage of all assets in the RE space. Proponents must also ensure that all users adhere to the necessary cleanliness and safety guidelines. At least one S/FiR, NTU faculty member and/or RM must be present throughout the sanctioned programme or activity. (For cREate@Binjai, due to the tools and machinery there, a faculty-in-charge with the necessary expertise or a qualified laboratory technician must be present to ensure safety and proper use where the space is used by non-RE entities.)
7. Any damage or loss incurred during the activity by any user shall be the responsibility of the programme or activity proponent and in the event of loss or damage that is attributable to the proponent, the latter shall make good the loss or damage, or otherwise compensate for such loss or damage, upon assessment by RE-Admin.
8. All users are subject to the University Code of Conduct: [http://www.ntu.edu.sg/SAO/Documents/University%20Code%20of%20Conduct.pdf](http://www.ntu.edu.sg/SAO/Documents/University%20Code%20of%20Conduct.pdf) and/or the Student Code of Conduct: [http://www.ntu.edu.sg/SAO/SiteAssets/Pages/Policies-concerning-students/Student%20Code%20of%20Conduct%20(updated%2022%20Feb%202017)%20-%20revised.pdf](http://www.ntu.edu.sg/SAO/SiteAssets/Pages/Policies-concerning-students/Student%20Code%20of%20Conduct%20(updated%2022%20Feb%202017)%20-%20revised.pdf)