

NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' UNION

NUSSU Secretariat, Yusof Ishak House, 31 Lower Kent Ridge Road, Singapore 119078

Telephone: 6601 1345 Fax: 6777 1874

Website: <http://www.nus.edu.sg/nussu>

**NUS STUDENTS' UNION
EXECUTIVE COMMITTEE
AY2014/2015**

NUSSU YIH Student Lounge

Standard Operating Procedure

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*Note: Those indicated with * have to be treated with high attention.*

1. Authority

- 1.1 The NUSSU Student Lounge is under the management of the NUS Students' Union Executive Committee (NUSSU EXCO).
- 1.2 The Director of Services shall be the one who oversees the management, utilization and booking of the NUSSU Student Lounge on behalf of the NUSSU EXCO.

2. Usage Eligibility

- 2.1 The NUSSU Student Lounge is opened for all students in NUS.
- 2.2 Students can have access to the areas using their matriculation card.
- 2.2 Staffs from various NUS Offices could apply for access if required.

3. Daily Usage

3.1 Opening Hours

The NUSSU Student Lounge is open throughout the year. The opening hours are as below:
Monday till Sunday, 8am to 12am

Note:

Security guards from the Office of Campus Security (OCS) retain all rights to vacate users in the compound during non-opening hours.

3.2 Rules and Regulations

3.2.1 General Rules

- 3.2.1.1 The NUSSU Student Lounge is to be kept clean and tidy.

Note:

Remove all the litter and / or spillage before leaving the area.

- 3.2.1.2 Consumption of food and drinks are allowed in the area.

Note:

*Please refer to **Appendix A** for food and drinks that are allowed in the NUSSU Student Lounge.*

- 3.2.1.3 No hogging of the seats in NUSSU Student Lounge.

- 3.2.1.4 No overnight staying, nor sleeping, is allowed in the area, including the balcony area without prior approval from NUSSU EXCO.

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- 3.2.1.5 In case of events held in the NUSSU Student Lounge without prior booking, other students must not be deprived of their right to use the area, i.e. the other students should not be evicted from the area.
- 3.2.1.6 No gambling is allowed in the area.
- 3.2.1.7 No smoking is allowed in the area.
- 3.2.1.8 No consumption of alcoholic beverages is allowed in the area.
- 3.2.1.9 No pasting of unauthorised materials in the NUSSU Student Lounge

3.2.2 Furniture and Equipments

- 3.2.2.1 All properties in the lounge belong to NUSSU and are to be treated with care.
- 3.2.2.2 Do not damage or dirty the furniture and equipments in the NUSSU Student Lounge.
- 3.2.2.3 No moving of the furniture out of the original area is allowed without the prior approval from the NUSSU EXCO.
- 3.2.2.4 All furniture must be returned to their original positions after use or event. Failure may result in the ban from future booking of the student lounge.
- 3.2.2.5 Any damage or loss of equipments and / or furniture in the NUSSU Student Lounge has to be reported to the Director of Services, at once.

3.2.3 Air-conditioners and Lights Usage

- 3.2.3.1 The air-conditioner temperature must be kept at 25°C or higher. In addition, all windows and doors must be closed so as to conserve energy.
- 3.2.3.2 Before closing the area, switch off all the lights and air-conditioners.

3.2.4 Counter

Only authorised personnel from NUSSU EXCO can have access to the counter in the Movie-Screening Area.

3.2.5 Console Games

NUS students with matriculation cards are entitled to loan the console games. The maximum loan duration will be limited to a maximum of 2 hours unless there are no other loan requests. A refundable deposit of SGD\$10 will be required for each controller at the student assistant counter. The deposit shall be refunded upon the check done on the condition of the controllers at the end of the loan.

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3.2.6 Sound System

Booking of the general sound system of the student lounge for event will impose a refundable deposit of SGD\$50 and it is mandatory for the user to know how to operate the sound system device to prevent damages unless a student assistant is present during the event. Arrangements can be done for the user to learn during office hours.

3.2.7 Union Heritage Board

Nothing should be pasted on the heritage board and the heritage board cannot be shifted without notification to the Director of Services.

3.3 Enquiry/Feedback

Any enquiry/feedback can be directed to :

3.3.1 Feedback Box in the NUSSU Student Lounge counter *or* services@nussu.org.sg.

3.3.2 The Director of Services directly at services@nussu.org.sg.

3.4 Emergency

Any accident in the NUSSU Student Lounge must be immediately reported to the NUSSU Director of Services *or* Campus Security and relevant authorities.

Campus Security Hotline: [6874 1616](tel:68741616)

4. Booking Usage

4.1 Booking Eligibility

4.1.1 The NUSSU Student Lounge is available for bookings at the opening hours. The booking duration can vary from 1 hour to 5 days for each request. The latest starting time for the event is 7 pm.

Note:

No booking is available for public holiday.

4.1.2 The booking is on a First-Come-First-Serve basis.

4.1.3 The organisations, groups and bodies who are allowed to book the NUSSU Student Lounge are as below:

4.1.3.1 NUSSU EXCO, NUSSU Constituent Clubs, NUSSU Committees and Associate Bodies.

4.1.3.2 Registered student organisations, societies and groups in NUS.

4.1.3.3 Offices in NUS. E.g. OSA, OCR, OED.

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- 4.1.4 Booking fees (Only applicable to non-registered student organization, societies and groups)
 - 4.1.4.1 A rate of SGD\$2.00/hr per area (inclusive of GST) will be charged for the Student Lounge.
 - 4.1.4.2 Users can only book the Conference Room if they have already booked the entire Student Lounge on the same day. A rate of SGD\$1.00/hr (inclusive of GST) will be charged. In addition, a refundable deposit of SGD\$50 will be needed.
 - 4.1.4.3 Payment (Only Cash) will be made at NUSSU Secretariat Office and an official receipt will be given. Booking fees will be directed into the maintenance fees for the lounge.
- 4.1.5 For entities that are mentioned in 4.1.3, the person who holds any of the positions below is allowed to make the booking request:
 - 4.1.4.1 President or Chairperson
 - 4.1.4.2 Vice-President or Vice-Chairperson
 - 4.1.4.3 Honorary General Secretary
 - 4.1.4.4 Resource Director or any equivalent position in the organisation, group or body
- 4.1.6 For staff, booking for events organised for the benefit of the NUS student population can be done by the event organiser through the Office of Student Affairs (OSA).
- 4.1.7 Events eligible for booking:
 - 4.1.7.1 Seminars/ Workshops
 - 4.1.7.2 Competitions
 - 4.1.7.3 Movie-screening
 - 4.1.7.4 Concerts
 - 4.1.7.5 Campaign
 - 4.1.7.6 Any other events organised for students. Please note that all the events as stated in 4.1.7 are subject to the approval of the Director of Services.

4.2 Areas Available for Booking

The NUSSU Student Lounge is divided into 4 areas:

- 4.2.1 Presentation Area
- 4.2.2 Movie-Screening Area

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4.2.3 Rooftop Area

Note:

The Conference Room near to the game area shall be reserved for all NUSSU Entities' use. It is under the charge of the NUSSU Secretariat Clerical Officer.

4.3 Rules and Regulations for Booking Usage

4.3.1 All booking has to be made at least 1 week in advance and at most 3 months in advance. Booking request that falls outside this timeframe will be disregard.

4.3.2 The rules and regulations as stated in 3.2 must be complied by the entity that has successfully booked any of the Areas in the NUSSU Student Lounge.

4.3.3 Adhere to the timing as stated in the booking request.

Note:

A 15-minute grace period will be given failing which the usage of the room may be given to another party at the discretion of the NUSSU EXCO.

4.3.4 Users who have booked the designated area are to ensure the area tidiness before leaving the compound. Failure to comply will be blocked off from future bookings.

4.4 Booking Procedure

4.4.1 Before a booking is made, please refer to the Online Calendar of Student Lounge, which can also be found in the official website of NUSSU.

<http://nussu.org.sg/facility/lounge>

4.4.2 All bookings must be made via the online booking form.

4.4.2.1 The link of the online form

<http://nussu.org.sg/component/content/article/13/161-rules-a-regulations>

4.4.2.2 The usage of the Stage and/or the Sound System has to be indicated clearly in the booking request.

4.4.3 Upon receipt of the booking request, the status of the booking request would be updated via email within 3 days from the date of the booking.

Note:

Upon request by NUSSU EXCO, Any proposal has to be submitted within 3 days.

4.4.4 Confirmation of the booking by applicant:

4.4.4.1 A Confirmation email will be send to you which act as the proof of your booking.

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4.4.5 Notice for closing of the place for event:

4.4.5.1 Notice for the event would be made on the Online Calendar upon confirmation of the booking received from the applicant.

4.4.6 The NUSSU EXCO Director of Services reserves the right to allocate slots at its own discretion.

5. Disciplinary Action

5.1 For Violation of Rules & Regulations for Daily Usage

5.1.1 1st Warning

Failure to comply with the rules and regulations as stated in 3.2 would result in a fine of \$50 and / or ban from the NUSSU Student Lounge for up to 6 months, as the 1st warning.

5.1.2 Violation of Ban Period

During the ban period, if the banned student(s) is/are found to be in the area, a fine of \$50 would be imposed onto the student(s).

5.1.3 Payment for Damaged & Additional Cleaning

If there is any damage and / or destruction of the property/properties and/or equipments in the NUSSU Student Lounge, the person would be responsible to pay for the property / properties / equipments damaged and any additional cost incurred from the incident.

5.1.4 Intentional Violation of Rules & Regulations

The person would have to be responsible for the damage and / or destruction made, and he or she would be banned from the NUSSU Student Lounge for 3 consecutive semesters.

NUSSU Honorary General Secretary would be handling all the intentional violation of rules and regulation cases. If deemed necessary, Honorary General Secretary will form a board from NUSSU EXCO to handle the case. Legal actions, if deemed appropriate, may be taken onto the person.

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5.1.5 For Repeated Violation of Rules & Regulations

The person would be banned from the area for up to 2 semesters, **and his or her name would be sent to OSA** for further necessary disciplinary actions.

5.2 Violation of Rules and Regulations for Booking Usage

5.2.1 Failure to comply with the rules and regulation as stated in 4.4 would result in the confiscation of deposit by NUSSU EXCO and a ban schedule as stated below:

Schedule A

Unacceptable behaviour punishable by a debarment of booking of the NUSSU Student Lounge

- 1 Furniture was not returned to the original position as stated in the floor plan after use.
- 2 The area was left dirty and untidy.
- 3 The lights and air-conditioners were not switched off after use.
- 4 Illegal usage by Student Organisations for areas not reserved for their use.
- 5 Unauthorised use of sound equipment or performance on stage.
- 6 Food stains on properties or equipments.
- 7 Pasting of posters / notice / any other publicity materials without prior information **and approval** from the NUSSU EXCO.
- 8 Members of the public were found to be attending the event and no Public Entertainment License was applied.

Schedule B

Unacceptable behaviour punishable by a debarment of booking of NUSSU Student Lounge for 3 months

- 1 Any damage to the equipment / facilities booked by the users.
- 2 Users found to be smoking / gambling / consuming alcoholic beverages.
- 3 Using the rooms for a different purpose other than the stated purpose when the booking was done.
- 4 Users have been given a warning for committing any of the offences listed under Schedule A and were again found committing any of the offences listed under Schedule A.

Schedule C

Unacceptable behaviour punishable by a debarment of booking of NUSSU Student Lounge for 6 months

Users have been given a debarment for committing any of the offences listed under Schedule B and were again found committing any of the offences listed above in Schedule A and/or Schedule B.

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5.2.2 Intentional Violation of Rules and Regulation

Asides the action stated in 5.2.1, legal actions might be taken if deemed appropriate.

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5.2 Appendix A

Food and Drinks that are NOT ALLOWED
<ol style="list-style-type: none">1. Wet Food (e.g. soups, porridges, etc.)2. Alcoholic Beverages

Food and Drinks that are ALLOWED
<ol style="list-style-type: none">1. Fast Food:<ol style="list-style-type: none">a. McDonald'sb. Subwayc. KFCd. Burger Kinge. Pizzasf. Other fast food (i.e. sandwiches, burgers, etc.)2. Cooked Food (e.g. rice, noodles, cooked meats, cooked vegetables and other cooked food.)3. Snacks:<ol style="list-style-type: none">a. Cookiesb. Chips4. Drinks<ol style="list-style-type: none">a. Plain waterb. Soft drinksc. Canned drinksd. Bottled drinks