



جمعية العلماء ومدرسي القرآن الإسلامي بسنغافورة

Persatuan Ulama dan Guru-Guru Agama Islam (Singapura)
Singapore Islamic Scholars & Religious Teachers Association

Facilities Application Form

Reference: FAF 2024-001

Name of Applicant on behalf of the Organization (*Mr. / Ms. / Mdm.)		Applicant's Official Designation:			
Name and Registered Address of the Organization		Applicant's Relation with Pergas			
Tel: _____ Mobile: _____ Fax: _____ Email: _____		<input type="checkbox"/> Member <input type="checkbox"/> Staff / MTP <input type="checkbox"/> Student <input type="checkbox"/> Non – Member			
Nature of Program / Event: (Please Tick)		Title of Program / Event			
<input type="checkbox"/> Education <input type="checkbox"/> Conference / Lecture <input type="checkbox"/> Workshop / Seminar <input type="checkbox"/> Briefing <input type="checkbox"/> Title of Books Used: _____ <input type="checkbox"/> Contents: _____		Type of Participants <input type="checkbox"/> Working Adults <input type="checkbox"/> Non – Working Adults <input type="checkbox"/> Student (Pls indicate Age range: _____) No. of Participants: _____			
Booking Period Monday to Friday from 10.00 am to 5.00 pm.		Rental of Equipment / Services – Charges Applied: (Please Tick)			
		<input type="checkbox"/> PA System <input type="checkbox"/> LCD Projector / Laptop / Cables <input type="checkbox"/> Writing Materials <input type="checkbox"/> Flipchart Board (paper not provided) <input type="checkbox"/> Technical Services <input type="checkbox"/> Others: _____			
From: Day / Date	To: Day / Date	Time In	Time Out	Room Allocated (Official Use)	Rental Charges (Official Use)

*The applicant is deemed to have read the terms and conditions governing the use of PERGAS Facilities (a copy of which is attached) and hereby agrees to be bound by the said terms and conditions.

Signature of Applicant

Stamp of Organization

Date



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The terms and conditions are an integral part of this booking form.

FOR OFFICIAL USE

Application Received on: _____

Amount Payable: _____

Booking Officer: _____

Payment Received: _____

Application Approved by: _____

Receipt no: _____

TERMS & CONDITIONS GOVERNING THE USE OF ROOMS AT PERGAS

1. All bookings must be confirmed in writing using the application form obtainable at the PERGAS office. All applications for the rental of the room shall be made in the prescribed form.
2. All bookings will only be confirmed after obtaining officials approval within (5) five working days.
3. Bookings are not transferable and 6-month (or longer) advanced booking will not be accepted.
4. PERGAS may, in its absolute discretion, grant or refuse any application for the use of the room, and PERGAS reserves the right to cancel any booking.
5. Other than providing the address of PERGAS for the sole purpose of indicating the location of the Program / Event, Users are not permitted to use PERGAS' name whether directly or indirectly by themselves or jointly with others, in their respective advertisements or promotions or in any other way or under any circumstances whatsoever. This prohibition shall be applicable during the term of the rental of PERGAS' Facilities as well as at all times thereafter.
6. All information provided in the application is subjected to PERGAS PDPA Policy.
7. **A Facility Deposit of \$100/-** is subjected, which is payable upon approval of the application form. The Security Deposit is refundable, subject to:
 - (i) How well the Applicant is able to keep the room and premises of PERGAS clean
 - (ii) The room and PERGAS facilities are free from defacement or damage during the course of the function.
 - (iii) The deposit will refund back if he above subject (I and ii) is strictly obliged.