

## **TERMS AND CONDITIONS GOVERNING THE USE OF SASW'S FACILITIES**

### **1. ELIGIBILITY**

1.1. The SASW's training facilities are open for booking by its members<sup>1</sup>, government agencies and charitable / non-profit organisations<sup>2</sup>.

1 This refers to all SASW members as well as those members under the Medical Social Work Chapter and School Social Work Chapter.

2 The programme or event operated by the charitable / non-profit organisations shall not be funded by any grant makers.

1.2. The Applicant representing any organisation must be 16 years and above.

1.3. An Applicant who has been allocated the SASW's Meeting Rooms within the last three (3) months will not be eligible. However, SASW may waive this rule if the facilities required are available.

### **2. APPLICATION**

2.1. The request for rental of SASW's training facilities must be made on the prescribed Application Form. Confirmation of a request will be in the form of email by SASW.

2.2. All applications should be submitted to the Corporate Services & Professional Development Department, SASW **preferably at least two (2) months prior** to the date of the event.

2.3. The booking is strictly non-transferable.

2.4. The booking shall be on a first-come first-serve basis.

### **3. RENTAL**

3.1. The periods of rental for training facilities are as follow:

Morning	: 9.00am to 1.00pm
Afternoon	: 1.00pm to 5.00pm
Evening	: 6.00pm to 10.00pm
Full Day	: 9.00am to 5.00pm

3.2. No bookings are allowed during Public Holidays.

3.3. A surcharge will be imposed for the use of facilities between 6.00pm to 10.00pm on weekdays and half / full day on Saturdays. The surcharge shall be 50% of the total rental rates as published on SASW's website.

3.4. An additional charge of \$30 per hour (for a minimum of 2 hours) will be imposed if SASW staff is required to operate any equipment.

### **4. DEPOSIT**

4.1. A rental deposit (refundable) payable upon booking is required.

4.2. The deposit is 50% of the rental rates for the training facilities.

### **5. TERMS OF PAYMENT**

5.1. Basic rental charges for the training facilities are computed based on the rental rates as shown in the information sheet.

5.2. In the event that additional equipment (such as TV, VCR, DVD Player etc.) is required, it will be charged separately and added to the basic rental charges (subject to availability). Charges will be advised upon enquiry.

5.3. Balance payment must be made to SASW within 30 days from the date of the invoice.

5.4. Payment must be made in either a crossed cheque or postal order payable to the '**SASW – Family Resource & Training Centre**'.

## **6. REFUND POLICIES**

6.1. No refund of rental shall be made for any period that is not made use of.

6.2. No refund will be made unless the booking is cancelled by SASW.

## **7. CANCELLATION**

7.1. Applicants may cancel their bookings at SASW by mail or facsimile or email.

7.2. No charge will be levied for cancellations made at least two (2) weeks in advance, otherwise a **forfeiture of 20% total rental fee** will be imposed.

7.3. Cancellation will not be allowed on the actual date itself.

7.4. SASW reserves the right to cancel the booking, due to unforeseen circumstances, by giving one (1) weeks' notice to the Applicant in writing. In such circumstances, the amount paid will be fully refunded by SASW. The Applicant shall not have any further claims against SASW in connection with such cancellation.

## **8. POSTPONEMENT**

8.1. No postponement or change of date shall be allowed unless:

- a) Applicant notifies SASW in writing, at least two (2) weeks in advance
- b) Valid reasons are provided for such postponement, and
- c) Training facilities are not available for booking.

## **9. USE OF SASW'S TITLE**

9.1. The Applicant shall only use the address of SASW for the sole purpose of indicating the location of the training facilities.

9.2. The Applicant is not permitted to use SASW's title whether explicitly or implicitly by himself or jointly with others, in the advertisements or promotions for the event, or in any other way or under any circumstances whatsoever.

9.3. The prohibition shall apply during the period of rental of the SASW's training facilities as well as at all times thereafter.

## **10. COLLECTION OF KEYS**

10.1 Applicant shall make the necessary arrangement to collect the keys to the training facilities from the Reception Counter at SASW before the commencement of the event.

10.2 The keys shall be duly returned to the Reception Counter, without fail at the end of the event.

## **11. GENERAL**

11.1. The facilities should only be used for the purpose as stated in the application form. No partisan or religious activity in whatever form is allowed in SASW.

11.2. Noisy activities, boisterous parties, gambling and pets are not allowed within SASW's premises.

11.3. The Applicant may arrange with SASW (prior to the actual date of rental) for an orientation on the use of the equipment at the rented room.

11.4. Equipment on loan / rental to the Applicant must be returned to SASW in good condition.

11.5. Smoking is strictly prohibited within SASW's premises.

11.6. No food and beverage is allowed inside the rooms. All the food and beverage shall be served and consumed at the reception area outside the rooms.

11.7. SASW reserves the right to refuse entry of any person, whom SASW considers to be undesirable, to its premises.

11.8. No nails, adhesive or tapes should be used on walls. However, 'Blue Tac' is allowed.

11.9. Removal of the SASW's facilities' furniture, equipment or any other fittings is strictly prohibited.

11.10. Orderliness and good conduct of the participants must be practised at all times.

11.11. No form of cooking is allowed at the SASW's premises.

11.12 No washing or cleaning of cutlery, crockery, utensils, etc. is allowed at the SASW's premises.

11.13. All activities must end by the stipulated date and time of bookings.

11.14. The training facilities are subject to surprise checks by staff of SASW.

11.15. Any Applicant violating any of the above conditions may render himself liable to:

- Eviction from the SASW's facilities, or
- Being prohibited from using any of the SASW's facilities in future.

## **12. LIABILITIES / RESPONSIBILITIES OF APPLICANT**

12.1. The Applicant shall be held responsible for the cost of repairs to any damages to the SASW's facilities, furniture, fittings and equipment that may be incurred, during the use of such facilities. All costs shall be paid to SASW **within two (2) weeks of notification**.

12.2. The Applicant shall be responsible for the arrangement of the layout within the room booked. If additional furniture is required, the Applicant must seek approval from SASW and make their own arrangement.

12.3. The Applicant shall be responsible for the cleanliness of the facilities. All waste materials must be disposed immediately after the event at a proper collection area.

12.4. The Applicant shall conform to any fire safety precautions required and not obstruct the passageways, emergency exits, fire hoses and extinguishers in the rooms.

12.5. Where applicable, the Applicant shall seek approval and obtain all the necessary permit / licence from the relevant authorities which are required by law in respect to the use of the training facilities. The Applicant shall ensure that the terms and conditions as stipulated by the authorities are fully complied.

12.6. The Applicant shall be responsible for the supervision, safety, security and preservation of orderliness and decency in the room booked.

### **13. INDEMNITY OF SASW AND LIABILITY**

13.1. SASW reserves the rights to amend the terms and conditions of rental, with or without prior notice to the Applicant.

13.2. SASW may in its absolute discretion, grant, refuse or withdraw its approval for use of the training facilities without giving any reason.

13.3. SASW reserves the right to forfeit or deduct from the deposit, if rules and regulations are not observed.

13.4. SASW shall not be responsible for any damage, injury, loss of property or life, which may be sustained at its premises.

13.5. SASW shall not be liable for any loss due to any breakdown or unavailability of equipment, failure of supply of electricity, leakage of water, fire, Government restriction, act of terrorism, act of God, interruption or cancellation of supplies which may cause the training facilities to be temporarily closed.