



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 2022-002

Name of Applicant on behalf of the Organisation (*Mr / Ms / Mdm)		Applicant's Official Designation:	
Name and Registered Address of the Organisation		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 of: (Please Tick)		Rental of Equipment / Services: (Please Tick)	
<input type="checkbox"/> Room / Classroom <input type="checkbox"/> Multi – Purpose Hall 2C <input type="checkbox"/> Multi – Purpose Hall 3C <input type="checkbox"/> Others (Please Specify) _____		<input type="checkbox"/> PA System <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

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



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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 Security 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.

Rental Rates

The rates for the rental of the room & service charges are as follows:



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CLASSROOM 28 PAX
IMAM SYAFE'I

		Non-Member	Member
Weekdays	First 2 hours	\$40.00	\$32.00
	Every subsequent hours	\$20.00	\$16.00
Labor Charge / Technical service		\$30.00	\$24.00

CLASSROOM 22 PAX
IMAM NAWAWI

		Non-Member	Member
Weekdays	First 2 hours	\$30.00	\$24.00
	Every subsequent hours	\$15.00	\$12.00
Labor Charge / Technical service		\$30.00	\$24.00

CLASSROOM 36 PAX
IMAM AHMAD

		Non-Member	Member
Weekdays	First 2 hours	\$40.00	\$32.00
	Every subsequent hours	\$20.00	\$16.00
Labor Charge / Technical service		\$30.00	\$24.00

2 CLASSROOMS 50 PAX
IMAM SYAFE'I AND NAWAWI

		Non-Member	Member
Weekdays	First 2 hours	\$50.00	\$40.00
	Every subsequent hours	\$25.00	\$20.00
Labor Charge / Technical service		\$30.00	\$24.00



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3 CLASSROOMS 86 PAX
 IMAM SYAFE'I, NAWAWI AND AHMAD

		Non-Member	Member
Weekdays	First 2 hours	\$80.00	\$64.00
	Every subsequent hours	\$40.00	\$32.00
Labor Charge / Technical service		\$30.00	\$24.00

CLASSROOM 55 PAX
 IMAM HANAFI

		Non-Member	Member
Weekdays	First 2 hours	\$50.00	\$40.00
	Every subsequent hours	\$25.00	\$20.00
Labor Charge / Technical service		\$30.00	\$24.00

CLASSROOM 32 PAX
 IMAM MALIK

		Non-Member	Member
Weekdays	First 2 hours	\$40.00	\$32.00
	Every subsequent hours	\$20.00	\$16.00
Labor Charge / Technical service		\$30.00	\$24.00

2 CLASSROOMS 87 PAX
 IMAM HANAFI AND MALIK

		Non-Member	Member
Weekdays	First 2 hours	\$80.00	\$64.00
	Every subsequent hours	\$40.00	\$32.00
Labor Charge / Technical service		\$30.00	\$24.00



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**All classrooms are subject to its availability.*

The charges for rental of the room(s) are subject to change without prior notice.

For more than 6 months, it will be on a negotiable basis.

EQUIPMENT RENTAL	
DESKTOP/ LCD PROJECTOR	\$35.00
FLIPCHART	\$25.00
MICROPHONE	\$10.00

Payment

- Full payment to be made within **14 days** from the date of invoice.
- All payments by cheque shall be made payable to "**PERGAS**".
- It shall be the duty of the Applicant to prove the necessary licenses and/or permits to hold talks, exhibitions, meetings, seminars, etc. have been obtained from the relevant approving authorities. Copies of such licenses and/or permits shall be submitted to the PERGAS at least 2 days before the date of function.

Food Preparation

- The preparation of food and the lighting of open fires are strictly prohibited within the room/space and the PERGAS premises.
- Food may only be served at the designated area.
- **Special measures during Covid-19: only packed food is allowed and consumption of food in the classroom or within the office vicinity will be suspended.**

Cancellation

- The Applicant may cancel booking in writing only.
- No charge will be levied for cancellations made at least two (2) weeks in advance; otherwise a cancellation charge of S\$50.00 per booking will be imposed.
- Cancellation will not be allowed on the actual date itself. Otherwise, a cancellation charge of S\$50.00 per booking will be imposed.
- PERGAS reserves the right to cancel the booking, due to unforeseen circumstances. In such circumstances, the amount paid will be fully refunded. The Applicant shall not have any further claims against PERGAS in connection with such cancellation.



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Out of Bounds

- PERGAS' office and teacher's room are out of bounds. The Applicant must ensure that the participants do not enter the above mentioned rooms.

Liabilities/Responsibilities of User

- The Applicant shall be held responsible for the cost of repairs to any damages to the facilities, furniture, fittings and equipment that may be incurred, during the use of such facilities.
- The Applicant is responsible for restoring the furniture within the room to its default setting if they are displaced.
- The Applicant shall be responsible for the cleanliness of the facilities. All waste materials must be disposed of immediately after the event at a proper collection area.
- **Special Measures during Covid-19: The Applicant shall be responsible for ensuring all class, event or session trainers, attendees and guests are in compliance with the safe management measures set out in form C19-2022 (Letter of Declaration and Indemnity).**

Others

- The function is expected to start and end on time.
- PERGAS shall not be held responsible for any accident/mishap/ **penalties in breach of Covid-19 measures.**
- The Applicant shall adhere to the above Terms & Conditions governing the use of the room and PERGAS premises and shall comply with any instructions issued by PERGAS.
- Any changes in the contents, teaching materials and Asatizah or presenter, please inform Pergas and resubmit rental application form.
- Masks up at all time.
- No mingling around before or after sessions
- Trainer must wear a mask at all times.
- No loitering unnecessarily.

Your registration is subject to the agreement of Terms and Conditions governing Personal Data Protection Act (PDPA) 2012, which can be accessed via www.pergas.org.sg