

## Booking Guidelines

- Online sports facilities can be booked **two(2)** days in advance.
- All facilities is limited to one booking(min-1 hour/max-2 hours) per court per person per day.
- Check-in/Check-out at the Counter. All users/participants must present their ID cards at the counter upon using sports facilities.
- The booked facilities will be forfeited after 10 minutes if no-show.
- Whoever breaches the rules will not be allowed to use the facilities in future.
- The authority reserves the right to cancel any booking without prior notice.
- For further information, please call: - TAR University College Sports Complex 04-8995230 EXT.154.

## Terms of Use

- The booked facilities will only be used for the designated function of the facilities, unless with prior approval of the management. If players wishes to use the facility for any other activity, the players should seek advice and approval from **Department of Student Affairs(DSA)** before making the booking. The management may not permit such other use on the facilities by the players if without approval.
- Players should be properly attired at all times. **Shorts and T-shirts must be worn at all times and sports shoes are mandatory.** For **squash and badminton**, only **non-marking sports shoes** within the court.
- **Foods and bags are not** allowed at the sports venue. Drinks and water may be taken in non-breakable, spill-proof containers. Smoking and Vaping is strictly prohibited in the campus.
- Players are advised to bring their own equipment. However, players who wish to borrow equipment can refer to the staff on duty. **Any person who damages or destroys the property of the University College shall be held responsible and liable for the repair and replacement of such property at their own sole expenses.**
- Permission/approval must be obtained from the management before taking any video or photographic images in the facilities.
- Players must leave the facility/playing area when their booked session/hour is over. All hired/borrowed equipment should be returned at the same time.
- The University College reserves the **right to add, change, withdraw or cancel any booking without prior notice.** This includes closing a facilities or changes to its opening hours for safety reasons, maintenance or special events.
- The University College reserves **the right to bar anyone who does not observe the Rules and Regulations for Sports Facilities**, abuses equipment or shows disrespect to other students and staff or are in violation of the Student Code of Conduct.

**# Rules & Regulations are subject to change by TARUC from time to time. Users may be notified of such changes in any manner deemed appropriate by TARUC.**