

## Walk-in Booking of Project, Screening & Practice Rooms

Library	Type of Room	Area (Sqm)	No. of Rooms	Capacity (Pax)	Rental (Per Hour) Inclusive of GST	Hiring Schedules
library@esplanade	Silent Studio (Jamming Studio)	15	1	7	\$8.12	<ul style="list-style-type: none"> <li>• Monday-Sunday: 11am to 8:30pm</li> <li>• Closed at 5pm on eves of Christmas, New Year &amp; Chinese New Year</li> <li>• Closed on Public Holidays</li> </ul>
	Piano Practice Room	8.5	1	3	\$7.50	
	Screening Room	12	3	4	\$7.50	
Woodlands Regional Library	Project Room	12	2	6	\$7.63	<ul style="list-style-type: none"> <li>• Monday-Sunday: 10am to 8:30pm</li> <li>• Closed at 5pm on eves of Christmas, New Year &amp; Chinese New Year</li> <li>• Closed on Public Holidays</li> </ul>
Jurong Regional Library	Project Room	16	2	8	\$7.63	
Bishan Public Library	Project Room	12	1	8	\$7.63	

### Conditions for Hire

#### Silent Studio

1. A patron is entitled to a maximum of 2 hours of usage per room per day only.
2. Bookings can be made up to 1 week in advance.
3. A booking will be deemed cancelled if payment is not made at least 15 minutes before the scheduled start of the booked time slot. The time slot shall then be available for booking by other patrons.
4. No refund will be given for payment made.
5. Payment to be made by Nets, Ezlink or Cashcard.
6. Only equipment available in the room can be used. No personal equipment allowed.
7. No food and drinks are allowed in the room.

#### Piano Practice Room

1. A patron is entitled to a maximum of 2 hours of usage per room per day only.
2. Bookings can be made up to 1 week in advance.
3. A booking will be deemed cancelled if payment is not made at least 15 minutes before the scheduled start of the booked time slot. The time slot shall then be available for booking by other patrons.
4. No refund will be given for payment made.
5. Payment to be made by Nets, Ezlink or Cashcard.
6. No food and drinks are allowed in the room.

### **Screening Room**

1. A patron is entitled to a maximum of 3 hours of usage per room per day only.
2. ONLY library@esplanade materials can be played in the screening room. Patron are not allowed to bring in his or her own materials to view.
3. Duplication of materials is strictly prohibited and offenders will be handed to the police.
4. Bookings can be made up to 1 week in advance.
5. A booking will be deemed cancelled if payment is not made at least 15 minutes before the scheduled start of the booked time slot. The time slot shall then be available for booking by other patrons.
6. No refund will be given for payment made.
7. Payment to be made by Nets, Ezlink or Cashcard.
8. No food and drinks are allowed in the room.

### **Project Room**

1. A patron is entitled to a maximum of 3 hours of usage per room per day only.
2. The room is to provide library users with facility for project research and group discussions.
3. Room does not come with a projector.
4. Bookings can be made up to 1 week in advance.
5. A booking will be deemed cancelled if payment is not made at least 15 minutes before the scheduled start of the booked time slot. The time slot shall then be available for booking by other patrons.
6. No refund will be given for payment made.
7. Payment to be made by Nets, Ezlink or Cashcard.
8. Rooms are to be used for group discussions only. Activities with the following and/or content are strictly not allowed.
  - Tuition
  - Solicitation for business
  - Recruitment interview
  - Focus group survey
  - Commercial
  - Religious and racial content
  - Offensive content
  - Noisy
  - Any others deemed unsuitable by the Library
9. No food and drinks are allowed in the room.