

## **Guidelines on PESS/NIE Facilities Booking and Safety Measures**

### **Introduction**

PESS is an academic group in NIE. The sport facility is mainly to support the curriculum provided by PESS. Hence, during school term the facility will be allocated for teaching purpose.

NTU Sports & Recreation Centre, NIE /NTU staff & student can use the facility for training or leisure outside the teaching period.

### **Sport Facility in NIE**

<b>Outdoor</b>		
Tennis court	4	-
Basketball court	2	-
Multi-purpose court	1	-
Handball court	1	-
Hockey pitch	1	-
Sepak takraw court	2	-
<b>Indoor</b>		
Squash court	4	Rm No: NIE5-B1-09 to 12
Table tennis	2 tables	Rm No: NIE5-B1-13
Badminton court	12	Rm No: NIE5-B2-04

### **Opening hours**

Swimming Pool	Mon to Fri -- 8:30am to 7:00 pm Sat, Sun & Public Holiday (closed)
Sports Hall and Hockey Pitch	Mon to Fri -- 8:30am to 7:00 pm Sat, Sun & Public Holiday (closed)
Squash court and outdoor court	Mon to Fri -- 8:30am to 7:00 pm Sat, Sun & Public Holiday (closed)

## **Booking procedure**

- The request form (as shown in annex A) is obtainable from the PESS web site [www.pess.nie.edu.sg](http://www.pess.nie.edu.sg) or printed copy from PESS Sports Facilities counter at NIE5-B1-01.
- Booking can be made 3 days in advance and confirmation of booking will be 3 to 7 days.
- Completed request form can be submitted via email (for soft copy) to [chiewfatt.lee@nie.edu.sg](mailto:chiewfatt.lee@nie.edu.sg) and at the counter (for hard copy) or fax to 68966637.
- Upon confirmation of your booking, a permit will be issued. User has to collect the permit from Sports Facilities counter.
- Physical Education & Sports Science (PESS) / National Institute of Education reserve the right to cancel any booking due to unforeseen circumstances.

## **Rules & Regulations Governing the Use of Outdoor Facilities**

- 1 All users indemnify and will NOT hold PESS/NIE/NTU and staff responsible for loss or damage to individual possessions, any injury, illness or death that may result from the use of the facility.
- 2 All users must be in proper sports attire and appropriate footwear when using the facilities. Users will be asked to leave if found breaking this rule.
- 3 All users are required to take good care of the facility / equipment. Any damage should be reported to the Sports Facilities Office.
- 4 Please produce your matriculation / staff card when requested to do so by Sports Facilities Office staff.
- 5 Please note that smoking is strictly not allowed in and around the Sports Facilities.
- 6 Please note that no food & drinks are allowed in the indoor facility.
- 7 Please note that PESS is not responsible for providing any sports equipment to users of the facility.
- 8 All users are required to clear all litter after using the facility. A cleaning charge will be imposed should litter be left at the end of the session.
- 9 All users are advised not to use the outdoor sport facility during inclement weather (raining or lightning).

### **Safety Measures**

- All PESS/NIE outdoors facilities are covered by the Lightning Protection System
- Three Automated External Defibrillators are located at the Laboratory (NIE5-02-02 & NIE5-B3-01) and the Booking Office (NIE5-B1-01) respectively
- All outdoor activities will be ceased when it rains. Clearance must be obtained from the facilities staff to resume after rain.
- For assistance, please call 67903728 or 67903710 (during office operating hour) and 67903999, the security department (after office hour).

### **Opening Hours**

Sports Facilities Office is open from 8am to 9pm (Monday to Thursday), 8am to 8:30pm (Friday) and it is closed on Saturday, Sunday & Public Holiday.

### **Emergency Useful Information**

#### **NTU Medical Clinic**

Gethin-Jones Medical Practice Pte Ltd

Tel 67936828

Opening hours:

8:30am to 1pm (Mon to Sat)

2pm to 5pm (Mon to Fri)

#### **Polyclinic & Hospital**

Jurong Polyclinic

190 Jurong East Ave 1

Singapore 609788

Tel 65623011

National University Hospital

5 Lower Kent Ridge Road

Singapore 119074

Tel 67795555

Alexandra Hospital

378 Alexandra Road

Singapore 159964

Tel 64722000

## Annex A

**NANYANG TECHNOLOGICAL UNIVERSITY  
NATIONAL INSTITUTE OF EDUCATION**  
Physical Education & Sports Science (PESS) / Sports Facilities Office  
1 Nanyang Walk, Singapore 637616  
Tel: 6790-3728 / Fax 6896-6637

### REQUEST FOR USE OF FACILITIES

**ORGANISATION**

1) NTU / NIE

State School/Division : \_\_\_\_\_

Endorse & Sign By

S&R Centre Sports Officer : \_\_\_\_\_

2) Others

State Organization/ School : \_\_\_\_\_

Address : \_\_\_\_\_

Singapore (                      )

Please fill all details indicated.

Date	Time		Facility	Court No.	Purpose	Office Use
	Start	End				

Name of person booking the facility : \_\_\_\_\_ Matriculation No : \_\_\_\_\_  
\_\_\_\_\_

Designation : \_\_\_\_\_ Email : \_\_\_\_\_  
\_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_ Handphone No : \_\_\_\_\_

#### Important Notes

1. All users indemnify and will NOT hold PESS/NIE/NTU and staff responsible for loss or damage to individual possessions, any injury, illness or death that may result from the use of the facility.
2. Booking must be made 2 weeks in advance.
3. All payments must be made payable to National Institute of Education.
4. Any enquiry regarding rates, charges, billing, please contact Sports Facilities Office at Tel: 6790-3728  
Please note that Sports Facilities Office reserves the right to cancel any booking due to unforeseen circumstances.
5. Please refer to rules & regulations governing use of sports facilities (overleaf).
6. **For Saturday booking of hockey pitch**, fee payable to Technician must be made before using the pitch.  
There will be a minimum charge of \$10 for cancellation of booking due to bad weather (if the technician is already at the site, NIE). This is to compensate the transport cost incurred by the technician.
7. **For team / group training, user has to provide own first aid kit.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use**

1. Approved / Not Approved
2. Waive charges Yes / No.
3. Air-con / Lighting

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Sports Facilities Office  
PESS

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Date