Booking Procedure for Studios, Practice Rooms and Amphitheatre

If you have any queries on these arts spaces, please direct them at arts@yale-nus.edu.sg.
Thank you.

- **Booking any Studio, Practice Room or Amphitheatre**
  - Check for availability of other rooms
  - Check all the available dates and times of the studio/room
  - Is your desired date and time available?
    - Available?
      - Make your booking. Immediate approval/rejection.
      - If necessary, [User & Arts Dept] immediately inform Yale-NUS Infra for aircon and card access infra@yale-nus.edu.sg
    - Not available?
      - Need the space urgently?
        - Contact the user who made the booking to change/switch the timeslot of the venue with you.

- **Need to Edit or Cancel?**
  - Report to Arts and IT ynot@yale-nus.edu.sg
  - Login to FBS. Note: Only the user who booked the timeslot and venue can make amendments
  - Editing or canceling a booking scheduled within the week is displayed on the homepage
  - Go to ‘Manage Bookings’ and ‘Cancel Bookings’ to edit/cancel bulk bookings or if the booking is more than 7 days

- **Any faults? Can’t edit or cancel?**
  - This is only a measure in case of a fault in facility. Do ensure that card access and aircon would be up when you use the room. Please inform a Dean’s Fellow for card access if you are unable to access a room.

Note!
There is no function on the FBS to ‘reserve’ a venue; all bookings are only shown as confirmed.

As of 22 August 2016