

Booking Badminton Courts at Trinity@Paya Lebar

1. When is the Level 4, Summit open for booking badminton courts?

The Level 4, Summit is available as badminton courts on the following days and times.

Mon-Fri, Sun (except during events and on public holidays)	6.30-7.30pm
	7.30-8.30pm
	8.30-9.30pm

The air-conditioning will not be turned on during the Summit's use as a badminton court.

2. Where can I book a badminton court?

You may book badminton courts at the following locations at Trinity@Paya Lebar.

Weekends (Sat 4:15-7:15pm, Sun 8am-1.15pm)	Information Counter Level 2, Foyer
Weekdays (Mon, Wed-Fri during office hours)	Church Office Information Counter Level 2, Foyer

We reserve the right to cancel bookings when the Summit is needed for church use. When this happens, you will be contacted to reschedule your booking to another date.

3. How do I make a booking?

A contribution of \$5 is required for every hour and can be paid for at any AXS Machine (select "Tithes and Offerings").

To make your booking, approach the locations listed above with your AXS receipt, Trinity Membership Card, and NRIC. Bookings can only be made **3-14 days** in advance (e.g., booking for January 14 can take place between January 1 to 11). Courts are also subject to availability.

Bookings can only be made in-person by registered church members, are not transferable, and cannot be rescheduled.

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4. What do I do when I arrive for my booking?

As bookings are non-transferrable, the badminton court will only be released to the registered member whose NRIC was used to make the booking.

Report to the *Security Guard Post* (Level 1, entrance) with your AXS receipt, Trinity Membership Card, and NRIC. Your NRIC will be exchanged for an access card to the Summit and a badminton net.

When you enter into the Summit, switch on the lights for your court using the left-side panel located immediately after the entrance. *Please help us conserve electricity by switching on the lights to your court (do not switch on the lights for the entire venue).*

When your booking is over, retrieve your net and switch off the light to your court. Return the access card and net to the *Security Guard Post* to collect your NRIC.