# 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	6.30-7.30pm
(except during	7.30-8.30pm
events)	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.

	Information Counter Level 2, Foyer
Weekdays	Reception Counter
(Mon, Wed-Fri during office hours)	Level 3

### 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 <u>AXS receipt, Trinity Membership Card</u>, and <u>NRIC</u>. Bookings can only be made **3-14 days** in advance (e.g., booking for January 14 can take place anytime 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.

#### 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 <u>AXS receipt</u>, <u>Trinity Membership Card</u>, and <u>NRIC</u>. 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.

