

WELCOME TO SPACEQ

Your Premium Study Space in Nellore

"We never compromise on facilities"



24/7 WiFi



Air Conditioned



24/7 CCTV



Dining Hall



Hot/Cool Water



Stationery



Discussion Room



Beverages



Snacks

MEMBER HANDBOOK

Rules · Policies · Timings · Facilities

■ Timings

STUDY HALL OPENING HOURS

05:30 AM → 10:30 PM

Open every day including weekends & public holidays

OFFICE TIMINGS

10:00 AM → 06:00 PM

Office staff available during these hours for admissions & fee payments

LUNCH BREAK (OFFICE CLOSED)

01:00 PM → 02:00 PM

Study hall remains accessible during lunch; office staff unavailable

❄️ ■ A/C Timings — Hall 2

Session	Timing	Note
Morning	9:00 AM – 1:00 PM	Subject to adjustment
Afternoon	2:00 PM – 7:30 PM	Subject to adjustment

■■■ AC timings may be adjusted based on student strength to ensure efficiency. Management appreciates your cooperation.

■ Admission Requirements

■ Valid Government ID

Aadhaar Card, Passport, Voter ID, or Driving Licence required for verification.

■ Address Proof

Current address proof must be submitted at the time of joining.

■ Photo Submission

A clear photograph (digital or physical) is required for your membership record.

■ Fee Payment

Full payment must be made at the time of seat booking. No seat is reserved without payment.

■ General Rules & Conduct

SILENCE & DISTURBANCE

X NOT ALLOWED

ANKLETS & NOISY ACCESSORIES

Jingling anklets or noise-making jewellery disturb fellow members. Please remove before entering the hall.

X NOT ALLOWED

STRONG FRAGRANCES

Heavy perfumes or scented sprays are not permitted. Please protect the health and comfort of all members.

X NOT ALLOWED

CALLS & CORRIDOR CHATS

All phone calls and discussions must happen outside the building. Keep all corridors and halls strictly silent.

GENERAL CONDUCT

- No talking inside the study hall at any time — First Floor is a strict Silent Zone.
- Discussions are only permitted in the designated Discussion Room on the Second Floor.
- Dining and group discussions are allowed on the Second Floor only — never on the First Floor.
- Keep your belongings safe — management is not responsible for lost items.
- Keep your mobile on silent mode inside the study room.
- No calls or murmuring inside the study room at any time.
- Outsiders are not allowed inside the study rooms.
- Avoid eating-related sounds (wrappers, chocolate, snacks) inside the hall — use the dining area.
- Your silence is your biggest contribution to someone else's success.

■■ Important Policies

■ Refund Policy

- Fees once paid are strictly non-refundable under any circumstances.
- No pro-rata refunds will be provided for early withdrawal or unused days.
- Transfer of membership to another person is not permitted.

■ Theft & Loss Policy

- Management is not responsible for loss, theft, or damage to personal belongings.
- Students are strongly advised to secure their valuables at all times.
- CCTV surveillance is provided for general security purposes; however, personal vigilance is mandatory.
- Do not leave expensive items (laptops, phones, cash) unattended on your seat.

■ Seat Termination Policy

- A maximum grace period of 2 days is allowed for fee payment after expiry.
- Prior intimation to management is mandatory if payment is expected to be delayed.
- Failure to inform and pay within the grace period will result in immediate seat termination.
- Once terminated, the seat will be allocated to the next waitlisted member.

■ *Management reserves the right to modify these policies with prior notice. Continued use of SpaceQ facilities implies acceptance of all rules and policies.*

■ Membership Plans

Plan	Duration	Price	Best For
15 Days	15 Days	₹950	Short-term / Trial
1 Month	30 Days	₹1,700	Regular Members
2 Months	60 Days	₹3,400	Focused Preparation
3 Months	90 Days	₹4,800	Best Value / Serious Study

■ 3-Month plan offers the best value. Fees are non-refundable once paid.

■ Join Our WhatsApp Community Channel



SpaceQ Official Channel

Stay updated with study tips, important announcements, seat availability updates, exam schedules, and exclusive member-only content. Follow our official SpaceQ WhatsApp Channel to never miss an update!

■ <https://whatsapp.com/channel/0029Vb6cBnhH5JM1WkadZE1w>

← Scan QR or tap the link to join

Thank you for choosing SpaceQ Study Hall!

We are committed to providing you with the best study environment in Nellore. Your focus is our priority, and we work hard every day to maintain a peaceful, productive, and comfortable space for all our members.

"Your silence is your biggest contribution to someone else's success."

We wish you all the very best in your studies. ■