

# 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

✕ NOT ALLOWED



ANKLETS & NOISY ACCESSORIES

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

✕ NOT ALLOWED



STRONG FRAGRANCES

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

✕ 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. ■