



TERMS AND CONDITIONS FOR RESERVING THE LEARNING AND DEVELOPMENT CENTER

By reserving the Learning and Development Center (L&D Center), you agree to the following terms and conditions:

1. Reservation Confirmation

- All reservations are subject to approval and availability.
- A reservation is confirmed only upon receipt of full payment or a valid payment method.
- If an internal business unit is responsible for payment, confirmation will be provided via email, and costs will be charged accordingly.

2. Cancellation and No-Show Policy

- Cancellations made within 120 hours (5 days) of the scheduled booking are non-refundable, and the full booking cost will be charged.
- Failure to arrive at the scheduled time without prior cancellation (no-show) will result in the full cost being charged to the responsible party.

3. Reservation Modifications

- Any changes to the reservation (date, time, or room adjustments) must be requested at least 120 hours before the scheduled booking.
- Modifications within this period will not be accepted unless exceptional circumstances arise, subject to L&D Center management approval.

4. Payment Terms

- Full payment is required upon reservation approval.
- Where applicable, costs will be directly charged to the responsible department or business unit/company.

FAST Learning and Development Corporation

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- The L&D Center must be used for its intended purpose, such as training, meetings, workshops, and corporate events.
- The use of the facility for personal events, non-work-related gatherings, or external commercial purposes is subject to prior approval.

6. Facility Access and Security

- Access to the L&D Center is granted only for the approved booking duration. Additional time beyond the reservation period requires prior approval and may incur additional charges.
- Security protocols must be followed at all times, and all visitors must register at the reception upon arrival.

7. Property Damage and Liability

- Any damage to property, furniture, or fixtures during the reservation period will be charged to the responsible individual or organization.
- The reserving party is fully liable for any damages or losses incurred.

8. Personal Belongings

- The L&D Center is not responsible for lost, stolen, or misplaced personal items. Attendees must secure their belongings.

9. Cleanliness and Maintenance

- The L&D Center must be kept clean and orderly throughout and after the event.
- Any additional cleaning required due to improper use of the facility may result in extra charges.

10. Catering and Food Policy

- Food and beverages are not included in the reservation fee.
- A canteen is available on the first floor where meals and snacks can be purchased.
- Outside catering may be allowed but requires prior approval.

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- Complimentary Wi-Fi is available, with one access voucher per person. Vouchers can be collected from the security desk.
- Technical support (e.g., for projectors, sound systems, or video conferencing) must be requested in advance and may be subject to additional fees.

12. Compliance with Policies and Regulations

- All users must comply with company policies, safety regulations, and emergency procedures while using the L&D Center.
- Any violations of these policies may result in additional penalties, cancellation of future bookings, or disciplinary action where applicable.

13. Liability Disclaimer

- The L&D Center is not liable for any personal injuries, losses, or damages incurred during the reservation period.
- The reserving party assumes full responsibility for ensuring the safety and well-being of attendees.
- By proceeding with your reservation, you acknowledge and agree to these terms and conditions.

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