



11 Eunos Road 8  
 #05-03 Lifelong Learning Institute  
 Singapore 408601

## INFO SHEET - FACILITIES FOR RENTAL

### ■ Overview

iN.LAB is an innovative facility, located at the Lifelong Learning Institute (LLI) at 11 Eunos Road 8, where the continuing education and training (CET) community could come together to explore, collaborate and contribute to learning innovations.

To encourage and facilitate the CET community to explore and adopt innovative learning design and approaches, iN.LAB will open its facilities for rental where available.

- a) Media production suite (MPS), comprising one media production studio, and two audio recording and editing rooms, at level 6 (can be rented individually or as a whole).

### ■ Rates for the Rental of iN.LAB Facilities

The rental of iN.LAB facilities will only be available during weekdays and on a first-come-first serve basis for activities that are aligned to iN.LAB's objectives.

Rentals timeslots of these spaces are as follow:

- Half Day – 8.30 am to 12.30 pm [Morning slot] or 1.30 pm to 5.30 pm [Afternoon slot]
- Full Day – 8.30 am to 5.30 pm [Day slot]

**Table Charges for Media Production Suite (MPS)**

Level	MPS	Names of Spaces	Area (sqm)	Remark	Charges (\$\$)^	
					Half Day	Full Day
6	Media production room	Shoot	27	Rental of space + full AV equipment +	\$600	\$1200
				Rental of space only	\$450	\$900
6	Audio recording and editing rooms	Cut	5.6	Rental of space + PC and editing software	\$450	\$900
6		Stitch	6.6	Rental of space + PC and editing software	\$450	\$900

## ■ Equipment Available in Media Production Suite

Interested parties who wish to rent the Media Production Room (MPR) may choose to rent only (a) the space or (b) the space with full AV equipment. For the latter, it includes: HD camcorder, broadcast/ studio LED lights, digital video switches, mixers, digital scalars, amplifiers, recorder, chroma keyer, wireless, LCD screen, wireless mic and teleprompter.

Whereas, the rental of the audio recording and editing room will come with high-end i7 desktop PC, supported with editing software like

- Avid Media Composer
- Audacity
- Articulate Storyline 2
- Creative Cloud Apps

(Login for more details <https://www.adobe.com/creativecloud/catalog/desktop.html>)

## ■ Restoration of Rented Facilities

All rented facilities should be restored to the original condition that was handed over to them at the start of the rental period. This includes removal of all materials and paraphernalia brought in by users. All equipment in the facility should be handled with due care and any damage will have to be made good by the users.

## ■ Rental and Enquiry on Facilities

To book the facilities, interested parties could email the completed “Facilities Rental Form” (FRF) to the following officers of iN.LAB.

Rental of Facilities	Facilities Rental Form (FRF)	Submission of Rental Form	Enquiry on Rental
<ul style="list-style-type: none"><li>▪ Learning Centres</li><li>▪ Networking Space</li></ul>	Please click here to download FRF	<a href="mailto:magdalene_yip@ial.edu.sg">magdalene_yip@ial.edu.sg</a>	6513 2451
<ul style="list-style-type: none"><li>▪ Media Production Suites</li></ul>	Please click here to download FRF	<a href="mailto:raymond_tan@ial.edu.sg">raymond_tan@ial.edu.sg</a>	6513 2454