BOOKING OF VENUE (INTERNAL USER)

RESIDENTIAL AND SERVICES DEPARTMENT
FINANCE DIVISION
International Islamic University Malaysia
Level 2, Central Complex, Jalan Gombak, 53100
Kuala Lumpur
Tel: 03-6421 4784/3232 Fax: 03-6421 4861
E-Mail: rsd@iium.edu.my

REGULATIONS

1. **All applications for booking made at least 10 working days prior to the date of event.**
2. **Approval of programme must be obtained from the Dean/ Deputy Dean/Director/ Head of the respective K/C/D/I.**
3. **For student's programme, Approval Letter of Student Activities from each K/C/D/I must be attached.**
4. **Applicant must ensure the cleanliness of the venue and safety of its facilities at all time.**
5. **Any catering services consumed at the IIUM venues must be obtained/ordered from the in-house food operator or a University's approved caterer.**
6. **Outside caterers are not permitted without the RSD concern. Polystyrene are strictly not allowed on campus.**

APPLICANT'S INFORMATION

DATE:	MATRIC/STAFF NO:	EMAIL:
NAME:	CONTACT NUMBER:	FAX:
KULL/DEPT/SOC:	NO. OF PARTICIPANTS:	
EVENT/PROGRAM:		
ORGANIZER:		

EVENT DETAIL

VENUE (PLEASE TICK /)	EVENT DATE		EVENT TIME	
	FROM	TO	FROM	TO
MAIN AUDITORIUM (500-850pax Capacity)				
MINI AUDITORIUM (50 -140pax Capacity)				
EXPERIMENTAL HALL (150 – 260pax Capacity)				
MULTI PURPOSE ROOM (40 – 100pax) ***(FOR STAFF AND DURING OFFICE HOUR ONLY)***				
MULTI PURPOSE HALL (M. AMEENAH/M. ASMA'/M. ASIAH/M. HAFSA/ M. HALIMAH / M. NUSAIBAH/ M. SAFIYYAH / M. SUMAYYAH/M. RUQAYYAH/M. SALAHUDDIN **AVAILIBILITY OF VENUE** **CONSENT OF PRINCIPAL** **YES** ☐ **NO** ☐ **YES** ☐ **NO** ☐ _____ _____ **SIGNATURE & OFFICIAL STAMP** **SIGNATURE & OFFICIAL STAMP** **MAHALLAH OFFICE**				
**** PLEASE INCLUDE REHEARSAL DETAILS (IF ANY)***				

APPROVAL FROM **DEAN/ D.DEAN/ DIRECTOR/ HEAD OF K/C/D/I**	**APPLICANT SIGNATURE**
Approved ☐ Disapproved ☐ Remarks : _____ _____ (Signature & Official Stamp)	I hereby agree with the regulations stated above and accept the responsibility and liability for any loss and damage to the University properties. Remarks : _____ _____ (Signature & Date)

FOR RSD USE ONLY

VENUE: APPROVED ☐ DISAPPROVED ☐

_____
(Signature & Official Stamp)

Note:
Upon approval, please fill in separate application form at the respective offices of the following services:
a) OCAP – AV TEAM (Audiovisual) Ext: 4157
b) Daya Bersih Sdn. Bhd (Banquet Equipment/Air-Cond) Ext: 5414
c) OSeM (Open/Close venue's door) Ext: 5555