



Office of Corporate Communication (OCCM), Level 2, Rectory Building, International Islamic University Malaysia,
Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
Tel: 603-6196 5881/5887, 603-6196 5890 Fax: 603 – 6196 4053 E-mail: corporatecomm@iiu.edu.my

BOOKING OF ROYAL LOUNGE AND BANQUET

[Please tick (/)]:

- Royal Lounge, ICC
- Royal Banquet, ICC

Applicant's name:

Staff no. / Matric No.:

K/C/D/I/O:

Event:

Time & Date of Event:

VIP/VVIP Guest Name:

Designation of VIP/VVIP:

Contact no.: ext :Hp. no. :

I will bear the cost for lost / damaged / repair of the facilities in the room(s) during my custody and will ensure the condition of the room(s) upon returning is the same as how I received.

Signature:.....

Date :

RECOMMENDATION

The above application for booking of room is recommended.

Signature & Stamp (Head of Department)

Date:

FOR OFFICE (OCCM) USE ONLY

RECEIVED BY:

Date Received:

I hereby **APPROVED / DISAPPROVED** this application.

Recommended by:

Approved by:

Head of Unit

Gallery, Event and Protocol Section, OCCM

Director, OCCM



Office of Corporate Communication (OCCM), Level 2, Rectory Building, International Islamic University Malaysia,
Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
Tel: 603-6196 5881, 603-6196 5895 Fax: 603 – 6196 4053 E-mail: corporatecomm@iiu.edu.my

Contact Person :

Br. Azhari ext : 5890

Br. Mohd Ali ext : 5887

TO : SECURITY ON DUTY (OSEM)

Please open and close the room as per requested.

Thank you.

Room	
Event	
Date	
Time	

Approved by OCCM :

(Stamp Chop)

Guidelines of Application:

1. Application form must be submitted to OCCM at least 5 working days before the event.
2. Capacity of rooms are as follows :

Room	VVIP/VIP	Capacity
Royal Lounge, ICC	Royal Members /Rector and above	12 pax
Royal Banquet, ICC	Royal Members / Rector and above	100 pax

3. All applications should be recommended by Head of Unit, Gallery, Event and Protocol Section, OCCM only.
4. Please attach approval letter for student's activity.