



CENTRE FOR ARTS AND CULTURAL SUSTAINABLE DEVELOPMENT (CIIRA)
 IIUM CULTURAL CENTRE
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
 JALAN GOMBAK, 53100 SELANGOR DARUL EHSAN
 P.O BOX 10, 50728 KUALA LUMPUR
 TEL: +603 6196 6733 / 6736 | FAX: +603 6196 6734
 EMAIL: citra@iium.edu.my

BOOKING VENUE

| APPLICANT INFORMATION | | | | | |
|-----------------------|--|------------|--|-------|--|
| Name | | | | Date | |
| Staff / Matric No | | Contact No | | Email | |

| EVENT /PROGRAM DETAILS | | | | | | | |
|------------------------|------|--|----|--|------------------------|--------------------|--|
| Name of Event/Program | | | | | | | |
| Organizer | | | | | | | |
| Purpose/ Usage | | | | | No of Participant | | |
| Event Date | From | | To | | Venue (Please tick) | Gazebo | |
| Event Time | From | | To | | | Seminar room 2 & 3 | |

APPLICANT SIGNATURE

I hereby agree with the regulations stated below and accept the responsibility and liability for any loss and damage to the University properties.

 (Signature)

FOR OFFICE USE

Remarks : _____

| | |
|---------------------|--|
| APPROVED | |
| NOT APPROVED | |

Signature : _____

Name : _____

Date : _____

Note:

- All applications for booking made at least **3 working days** prior to the date of event.
- Approval of programme must be obtained from the Director of CiTRA-IIUM
- Approval Letter or any related document is required to attach.
- Upon approval, please fill in separate form at the respective office of the following service:
 - Daya Bersih (Banquet equipment/ Air-Cond) Ext : 5414
 - OCCM – AV Team (Audio-visual) Ext: 4058
 - Security (Open/Close venue's door): 5555