



KULLIYAH OF ARCHITECTURE & ENVIRONMENTAL DESIGN

**FORM FOR REQUEST USAGE PREMISE**  
MALAY HERITAGE LIVING LAB (RUMAH PERAK)

**J04**

Workstation:  
Tech.Unit/SJH  
Version: 01  
Revision: -  
Effective Date:  
01/06/2018

**PART A: APPLICANT DETAIL**

Name: \_\_\_\_\_

Staff / Matric No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Department: \_\_\_\_\_

Course Subject: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date of event:

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time of Event:

From: \_\_\_\_\_ am

To: \_\_\_\_\_ pm

From: \_\_\_\_\_ am/pm

To: \_\_\_\_\_ am/pm

**PART B: ACKNOWLEDGED**

- The Application for booking must reach at Corporate Office within **1 week working** prior to the date requested.
- All report must be in writing if damage or lost of equipment.
- **RM50.00** is to be charged an entrance fee.
- The Applicant is liable for any loss or damage cause.

**\*\*\* Payment should be made directly through Bank Muamalat Malaysia Berhad (BMMB)**

**Account No. : 1407000004716 (IIUM Operating Account). Copy of the slip should be submitted with application form. \*\*\***

REQUESTED BY THE APPLICANT:

\_\_\_\_\_  
(Signature & Stamp)

Date:

Remark :

**PART C: OFFICE USE ONLY**

APPROVED BY CORPORATE OFFICE

CONFIRMED BY THE PERSON IN CHARGE

\_\_\_\_\_  
(Signature & Stamp)

\_\_\_\_\_  
(Signature & Stamp)

Date:

Remark:

Person in charge:

Date:

Remark:

