

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: 03-6196 4784/3232 Fax: 03-6196 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
IUM CULTURAL CENTER (3000 pax Capacity)				
BANQUET HALL (350 pax Capacity)				
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 AVAILABILITY OF VENUE CONSENT OF PRINCIPAL YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> _____ SIGNATURE & OFFICIAL STAMP SIGNATURE & OFFICIAL STAMP MAHALLAH OFFICE				
<i>* PLEASE INCLUDE REHEARSAL DETAILS (IF ANY)</i>				

APPROVAL FROM	APPLICANT SIGNATURE
DEAN/ D.DEAN/ DIRECTOR/ HEAD OF K/C/D/I Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> 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) OCCM – AV TEAM (Audiovisual) Ext: 4058
 b) Daya Bersih (Banquet Equipment/Air-Cond) Ext: 5414
 c) Security (Open/Close venue's door) Ext: 5555