



مسجد السلطان الحاج أحمد شاه

OFFICE OF SULTAN HAJI AHMAD SHAH MOSQUE

Level 2, Central Complex, International Islamic University Malaysia, P.O. Box 10, 50728 Kuala Lumpur
Telephone : 03 6196 5907/5904 Facsimile : 03 6196 5024/ 5909
Website : www.iium.edu.my/mosque Email: mosque@iium.edu.my

BOOKING FORM

A. APPLICANT PARTICULARS : (Please ✓ Tick the appropriate box)

- 1) Full Name : _____
- 2) Staff/Matric No. : _____ 3) Email : _____
- 4) Contact No. : _____ (H/P) (Office) : _____
- 5) K/C/D/I/O : _____
- 6) Mailing Address : _____

B. PROGRAMME DETAILS :

- 1) Name of Programme : _____
(Please Enclosed Approval Letter or Supporting Document)
- 2) Date : From _____ To _____
- 3) Time : In _____ Out _____
- 4) No. of Participants : Male _____ Female _____
- 5) Venue : Internal _____ External _____
- 6) Type of Programme : (Please ✓ Tick the appropriate box)

<input type="checkbox"/>	TALK	<input type="checkbox"/>	GATHERING	<input type="checkbox"/>	MEETING
<input type="checkbox"/>	SEMINAR	<input type="checkbox"/>	WEDDING	<input type="checkbox"/>	OTHERS : _____

(Please Specify)

D. TYPE OF FACILITIES* : (Please ✓ Tick the appropriate box and fill in the appropriate box – Appendix A)

<input type="checkbox"/>	ROOM	<input type="checkbox"/>	VENUE	<input type="checkbox"/>	PACKAGE
<input type="checkbox"/>	OTHERS : _____				

(Please Specify)

D. TYPE OF SERVICES* : (Please ✓ Tick the appropriate box and attached the details of the requested service)

<input type="checkbox"/>	ANNOUNCEMENT	<input type="checkbox"/>	ADVERTISEMENT	<input type="checkbox"/>	SOLAT HAJAT
<input type="checkbox"/>	OTHERS : _____				

(Please Specify)

E. DETAILS OF EQUIPMENT* : (Please fill in the appropriate box or attached the list of items if insufficient space)

ITEM (S)	QUANTITY
1)	
2)	
3)	

F. DECLARATION

I hereby agree to accept all terms and conditions as provided in the Appendix B and SHAS Mosque's management has the right to reject my application for without any reason whatsoever.

Applicant's Signature

Date

D. APPROVAL (For Staff/ Lecturer/ Student Programme)

I hereby ***APPROVED/ DISAPPROVED** this application. (*delete whichever not applicable)

Director/ Head/ Advisor of KCDIOS Signature

Date

FOR OFFICE USE ONLY

1. RECOMENDATION : (Please ✓ Tick the appropriate box)

RECOMENDED NOT RECOMENDED

Officer in-charge Signature & Official Stamp

Date

2. APPROVAL : (Please ✓ Tick the appropriate box)

APPROVED With Charge NOT APPROVED
 Without Charge

SHAS Mosque Officer Signature & Official Stamp

Date

3. PAYMENT : (Please ✓ Tick the appropriate box) (Administrative & Finance Unit)

CASH CHEQUE PURCHASE ORDER

TOTAL AMOUNT : RM _____

Officer in-charge Signature & Official Stamp

Date

RETURNING EQUIPMENT

ACKNOWLEDGEMENT OF RECEIPT EQUIPMENT/ ITEMS :

REMARKS : _____

STATUS OF EQUIPMENT :~

1	DAMAGE	<input type="checkbox"/>	
2	REPLACE	<input type="checkbox"/>	
3	OTHERS	<input type="checkbox"/>	

Checked by:

Officer in-Charge Signature & Official Stamp

Date

***DETAILS OF FACILITIES :** (Please ✓ Tick the appropriate box)❖ **VENUES :** ~

<input type="checkbox"/>	BUSINESS COMPOUND	<input type="checkbox"/>	COURTYARD (OPPOSITE LIBRARY)
<input type="checkbox"/>	FOYER	<input type="checkbox"/>	OTHERS : _____

(Please Specify)

❖ **ROOMS :** ~

<input type="checkbox"/>	VIP ROOM	<input type="checkbox"/>	MULTI PURPOSE HALL
<input type="checkbox"/>	MAIN PRAYER HALL - L2	<input type="checkbox"/>	FEMALE PRAYER HALL - L2
<input type="checkbox"/>	MALE PRAYER HALL - L3	<input type="checkbox"/>	FEMALE PRAYER HALL - L3
<input type="checkbox"/>	MAIN TRAVELER'S ROOM A (24)	<input type="checkbox"/>	MAIN TRAVELER'S ROOM B (24)
<input type="checkbox"/>	MALE TRAVELER'S ROOM 1 (10)	<input type="checkbox"/>	FEMALE TRAVELER'S ROOM 1 (10)
<input type="checkbox"/>	MALE TRAVELER'S ROOM 2 (10)	<input type="checkbox"/>	FEMALE TRAVELER'S ROOM 2 (10)
<input type="checkbox"/>	CLASSROOM 1 (20)	<input type="checkbox"/>	CLASSROOM 2 (30)
<input type="checkbox"/>	OTHERS :	_____	

(Please Specify)

❖ **WEDDING PACKAGES :** ~

<input type="checkbox"/>	A : RM 1,800.00 (MAIN PRAYER HALL + MULTI PURPOSE HALL + COMPOUND + FOYER)
<input type="checkbox"/>	B : RM 1,200.00 (MAIN PRAYER HALL + MULTI PURPOSE HALL + FOYER)
<input type="checkbox"/>	C : RM 500.00 (MAIN PRAYER HALL + MULTI PURPOSE HALL)
<input type="checkbox"/>	D : RM 300.00 (MAIN PRAYER HALL + FOYER)
<input type="checkbox"/>	OTHERS :

(Please Specify)

❖ **SEMINAR PACKAGES :** ~

<input type="checkbox"/>	A : RM 1,000.00 (MULTI PURPOSE HALL + FOYER + AV)
<input type="checkbox"/>	B : RM 500.00 (CLASSROOM + FOYER + AV)
<input type="checkbox"/>	OTHERS :

(Please Specify)

NO.	FACILITIES	RATE OF RENTAL*	
		HOURLY (RM)	DAILY (RM)
1	COURTYARD (OPPOSITE LIBRARY) - LOT (3 HOURS)	50.00	500.00
2	BUSINESS COMPOUND - LOT (3 HOURS)	50.00	500.00
3	MULTI PURPOSE HALL	80.00	800.00
4	VIP ROOM	50.00	200.00
5	TRAVELER'S ROOM - DOUBLE DECKER (PER PERSON)	-	10.00
6	CLASSROOM 1 (20)	10.00	100.00
7	CLASSROOM 2 (30)	15.00	150.00
8	FOYER	30.00	150.00

*NOTE : The rental rate may vary from time to time subject to the approval of the university

➤ TERMS AND CONDITIONS :~

1. All applications for booking must be made at least 7 working days prior to date requested.
2. No activity that is against Islamic principles is allowed.
3. No political activities and politicians are allowed in campus.
4. Equipment and venue use must not exceed 11:00 PM
5. All payments are made payable to SHAS Mosque Office, if **Cheque** should be payable to '**BENDAHARI UIAM**' within 7 days before the event or into the following bank account: **BANK MUAMALAT (M) BERHAD, 53100 KUALA LUMPUR, MALAYSIA @ ACCOUNT NO: 1407-0000004-71-6.**
6. SHAS Mosque management has the right to add, modify or change the terms and conditions stated above from time to time.
7. SHAS Mosque management has the discretion of cancelling bookings in case of internal use or emergency cases.
8. SHAS Mosque management will not be responsible for any loss of income or any damage to the mosque building or properties. Any loss or damage caused to the item rented, shall be borne by the applicant.
9. All facilities and equipment must be returned properly and immediately according to the return date agreed.
10. SHAS Mosque Management has the right to revoke this offer if applicants do not comply with any of the terms and conditions stated above.
11. To pay a deposit amounting 50% of the total rental for the confirmation of bookings to Finance Director, IIUM.
12. To ensure the cleanliness of venue and its compound at all time.
13. No activities shall be conducted during prayer time especially in the business compound area.
14. The APPLICANTS shall be responsible for the fastening and securing of all doors and windows of the Demised Premised during business hours and for its security and safety when unattended. The APPLICANTS shall not do or permit to be done or omit to do anything which may compromise the security and/or safety of the Demised Premises.
15. The APPLICANTS hereby irrevocably undertakes to ensure that all duties whatsoever shall be paid to the relevant Authorities in respect thereof and to further indemnify the IIUM SHAS Mosque /University against any actions, proceedings and fines whatsoever which may be brought against the IIUM SHAS Mosque/University due to any breach or negligence on the part of the APPLICANTS in respect of this clause.
16. The APPLICANTS shall obtain and maintain at the APPLICANT's own expenses all licenses, permits, registrations, authorities and approvals for the conduct of the permitted use of the Demised Premises and ensure that all such licenses, permits, consents and authorities are valid for the duration of this fair.
17. The APPLICANTS shall not use or allow to be used the lift, escalator areas, lavatories, conveniences and the water, lighting, and air-conditioning apparatus and the fire sprinkler systems in the Demised Premises or the Center for any purpose other than those for which they were constructed. The APPLICANTS shall not throw or place in any of these sweepings, rubbish or other unsuitable substances.
18. The APPLICANTS shall indemnify the IIUM SHAS Mosque/University against the cost of repairing any damage resulting to any of those things from any misuse by the APPLICANTS, its servants, agents, employees, licensees or invitees and on demand shall pay that cost to the IIUM SHAS Mosque /University.
19. Unless expressly permitted the APPLICANTS shall not display any religious altars or other religious items or burn any incense within or outside the Demised Premises.
20. The APPLICANTS shall not install anything which the IIUM SHAS Mosque /University may think adverse to the IIUM SHAS Mosque /University even if such installation is part of the APPLICANTS ordinary course of business without prior written approval of the IIUM SHAS Mosque /University, which approval shall be at the IIUM SHAS Mosque /University absolute discretion.
21. All works shall conform to the current Health and Safety regulations and Statutory Requirements.
22. To be fully responsible for any actions, proceedings, costs, expenses, claims and requests made by the IIUM SHAS Mosque in relation to the usage of the said premises.
23. Not to make any alteration or addition (structural or otherwise) to the said premises or to the fittings without prior written consent from the University. APPLICANT is strictly prohibited to transfer, assign, sublet, underlet or part with the possession of the said premises or any part thereof provided such written consent shall be unreasonably withheld.
24. The IIUM SHAS Mosque /University has the right to add, modify, or change the terms and conditions stated above from time to time.
25. The University has the right to revoke this offer if APPLICANT does not comply with any of the terms and conditions stated above.