



Form No. : 06  
 Version No. : 01  
 Revision No. : 00  
 Effective Date : 15/05/2018  
 Reference No. :

**SPORTS DEVELOPMENT CENTRE  
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**APPLICATION TO UTILIZE SPORTS COMPLEX FACILITIES**

I, \_\_\_\_\_ Staff/Matric No: \_\_\_\_\_ from  
 K/C/D: \_\_\_\_\_ hereby would like to utilize  
 IIUM Sports Complex Facilities as follows:

Male Sports Complex	No. Available	Quantity
Multipurpose Hall	1	
Badminton Court	6	
Squash Court	4	
Tennis Court	4	
Basketball Court	2	
Volleyball Court	2	
Stadium/Track	1/1	
Football Field/Rugby	2/1	
Sepak Takraw Court	4	
Handball Court	1	
VIP Room	1	
Multipurpose Court	1	
Futsal Court	1	
Others		

Female Sports Complex	No. Available	Quantity
Multipurpose Hall	1	
Badminton Court	5	
Squash Court	4	
Tennis Court	4	
Basketball Court	2	
Volleyball Court	2	
Mini Track	1	
Hockey Turf	1	
Netball Court	3	
Lake View	2	
VIP Room	1	
Multipurpose Court	1	
Petanque	1	
Aerobic Room	1	
Others		

The schedule of the program is as follows (Please *tick* ✓):

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
08:00 to 10:00	10:00 to 12:00	12:00 to 14:00	15:00 to 17:00	17:00 to 19:00	20:00 to 22:00

Date/Day : \_\_\_\_\_

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

Date : \_\_\_\_\_

- ***All application must be submitted together with the approval letter to conduct the activities from Deans/Directors of respective Kulliyahs/Departments.***

**FOR OFFICE USE**

I have **APPROVED / DISAPPROVED** the facilities above.

Date : \_\_\_\_\_ Signature & Official stamp : \_\_\_\_\_

Tear here



**REPLY SLIP**

DATE: \_\_\_\_\_ DAY: \_\_\_\_\_ SESSION: \_\_\_\_\_

FACILITIES:  Male : \_\_\_\_\_  
 Female: \_\_\_\_\_

## BOOKING PROCEDURES

1. Booking and reservation can only be done during office hours (8.30 am until 4.30 pm). Any booking and reservation must be according to the operation hour as mentioned.
2. Each user must fill in a Booking Form (available at Male and Female Sports Complex). Duly completed form should be submitted to the Male Sports Complex. Booking via telephone and fax is unacceptable.
3. Booking and reservation of facilities for any kind of program is as the following schedule:
  - 3.1 Personal training
    - 2 days before actual date (Staff);
    - 2 days before the actual date (Students);
  - 3.2 University training
    - 7 days before the actual date;
  - 3.3 University Programme
    - 30 days before the actual date;
4. Any cancellation of program should be acknowledged to the Sports Development Centre **seven (7)** days prior to the actual date. Should there be any delay or failure of such acknowledgement, the deposit money will not be returned.
5. Any damage or lost of sports facilities or proprieties will be borne by the users or deducted from the deposit.
6. All participants must follow the rules and regulation set by the Centre. The management/security guard have the right to prohibit any user from using the facilities if participants are not observing the rules and regulations.
7. Sports Development Centre has the right to change any subject to the rules and regulations from time to time without prior notice.