



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 01

REVISION NO : 01

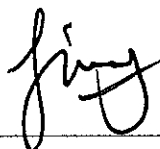

BOOKING OF SPORTS FACILITIES


EFFECTIVE DATE : 15th May 2018

DOCUMENT NO. : 01

PAGE : 1/9

BOOKING OF SPORTS FACILITIES

PREPARED BY :	APPROVED BY :
SIGNATURE : 	SIGNATURE : 
NAME : HAIRY AZLY BIN MAHAMAD	NAME : ASSOC. PROF. DR. NOOR AZLAN MOHD NOOR
POST : SENIOR ASSISTANT SPORTS OFFICER	POST : DIRECTOR STADD
DATE : 15/5/2018	DATE : 15/5/2018
CONTROLLED COPY NO. :	

 <p style="text-align: center;">INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</p>	VERSION NO : 01
	REVISION NO : 01
BOOKING OF SPORTS FACILITIES	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : 01	PAGE : 2/9

1. OBJECTIVE

This document is prepared in order to have an effective and efficient booking system of sports facilities by internal or external users.

2. SCOPE

The procedure is to be applied by the staff of the Sports Facilities Management Unit, Sports Development Centre upon receiving application for booking of venues from internal or external users.

There are three processes in this document:

- i. Application for booking Sports Facilities - Internal
- ii. Application for booking Sports Facilities – External
- iii. Application for booking Sports Facilities (walk-in)

3. DEFINITION/ABBREVIATION


- 3.1 IIUM : International Islamic University Malaysia
- 3.2 SDC : Sports Development Centre
- 3.3 DR : Deputy Rector
- 3.4 H : Head
- 3.5 SSO : Senior Sports Officer
- 3.5 SASO : Senior Assistant Sports Officer
- 3.6 SA : Sports Assistant
- 3.7 AAcc : Assistant Accountant
- 3.8 CPD : Centre for Professional Development
- 3.9 DBSB : Daya Bersih Sdn. Bhd.
- 3.10 K/C/D/I/O : Kulliyah/Centre/Division/Institute
- 3.11 IU : Internal User – IIUM students and staff
- 3.12 EU : External User – Outsiders
- 3.13 OSeM : Office of Security Management
- 3.14 MSC : Male Sports Complex
- 3.15 FSC : Female Sports Complex
- 3.16 AFU : Administration and Finance Unit
- 3.17 SFU : Sports Facilities Unit

4. REFERENCES

4.1 Facilities Monthly Booking Schedule


4.2 Guidelines

- a. Sports Development Centre Handbook
- b. Booking Terms and Conditions


 <p style="text-align: center;">INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</p>	VERSION NO : 01
	REVISION NO : 01
BOOKING OF SPORTS FACILITIES	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : 01	PAGE : 3/9

5. RESPONSIBILITY AND DETAILED PROCEDURE


Responsibility	Detailed Procedure
	5.1 <u>BOOKING FROM INTERNAL USER</u>
SA	5.1.1 Receive completed application form. For students' programme must be supported with the approval from K/C/D/I.
SA	5.1.2 Check the availability of the venue from the monthly booking schedule.
SA/SASO	5.1.3 If not available, notify the applicant.
	5.1.4 If available forward the application for Head/SASO approval.
SA/SASO	5.1.5 If application approved, notify the applicant and issue reply slip
SA	5.1.6 Updates the monthly booking schedule accordingly.
SA	5.1.7 Record and file the documents accordingly.

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 01
BOOKING OF SPORTS FACILITIES	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : 01	PAGE : 4/9

Responsibility	Detailed Procedure
	5.2 <u>BOOKING FROM EXTERNAL USER (NON WALK IN)</u>
SA	5.2.1 Receive requisition from EU to rent sports facilities
SA	5.2.2 Check the availability of the venue from the monthly booking schedule.
SA	5.2.3 If not available, inform applicant through phone calls
	5.2.4 If available, request from EU the official letter and forward the application to Head/SASO for approval.
SA/SASO	5.2.4.1 If application approved, issue approval letter with rental rate and booking terms and conditions
SA	5.2.4.2 If application not approved, inform applicant through notification letter and file the documents accordingly (IIUM/507/9/6/1/3).
SASO	5.2.5 Applicant to settle full payment before event.
AACC	5.2.6 Issuance of official receipt by Finance Unit.
SA	5.2.7 Record and file the documents accordingly.


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSI	VERSION NO : 01
	REVISION NO : 01
BOOKING OF SPORTS FACILITIES	EFFECTIVE DATE : 15th May 2018
DOCUMENT NO. : 01	PAGE : 5/9

	5.3 <u>BOOKING FOR EXTERNAL USER (WALK IN)</u>
SA	5.3.1 Receive walk in application from external user
SA	5.3.2 Check the availability of the venue from the monthly booking schedule
SA/SASO	5.3.3 If available forward the application to Head/SASO for approval
SA	5.3.4 Applicant to settle full payment before the program
AACC	5.3.5 Issuance of official receipt by Finance Unit
SA	5.3.6 Updates in the monthly booking schedule
SA	5.3.7 File the document accordingly

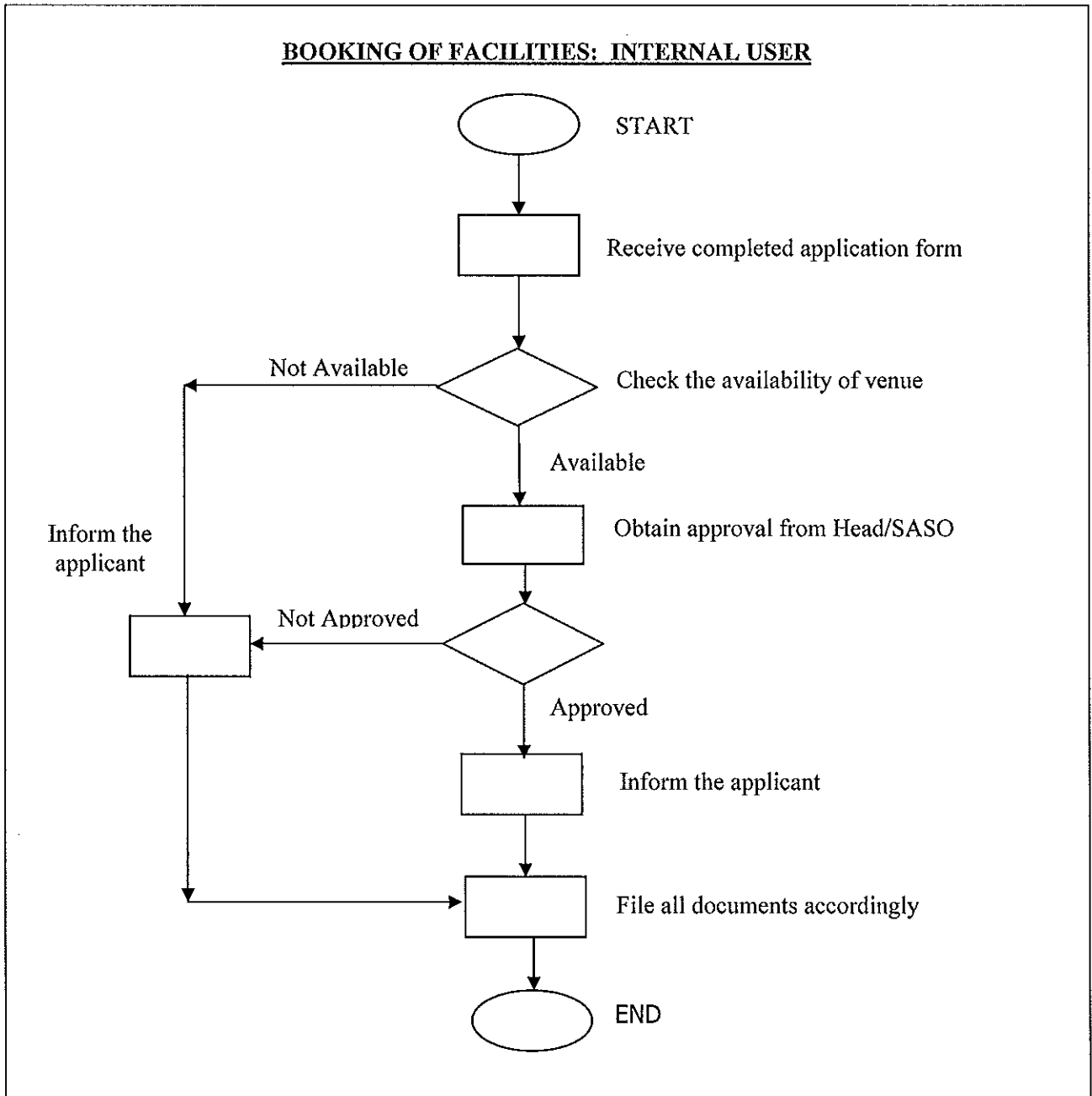
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 01
BOOKING OF SPORTS FACILITIES	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : 01	PAGE : 6/9

6. QUALITY RECORDS

NO.	RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Internal User records (IIUM/507/9/6/1/2)	1 year	Filing Cabinet, MSC	SA
2.	External User records (IIUM/507/9/6/1/3)	1 year	Filing Cabinet MSC	SA
3.	External user records (walk-in) (IIUM/507/9/6/1/4)	1 year	Filing Cabinet MSC	SA

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 01
BOOKING OF SPORTS FACILITIES	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : 01	PAGE : 7/9

7. FLOW CHART





INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 01

REVISION NO : 01

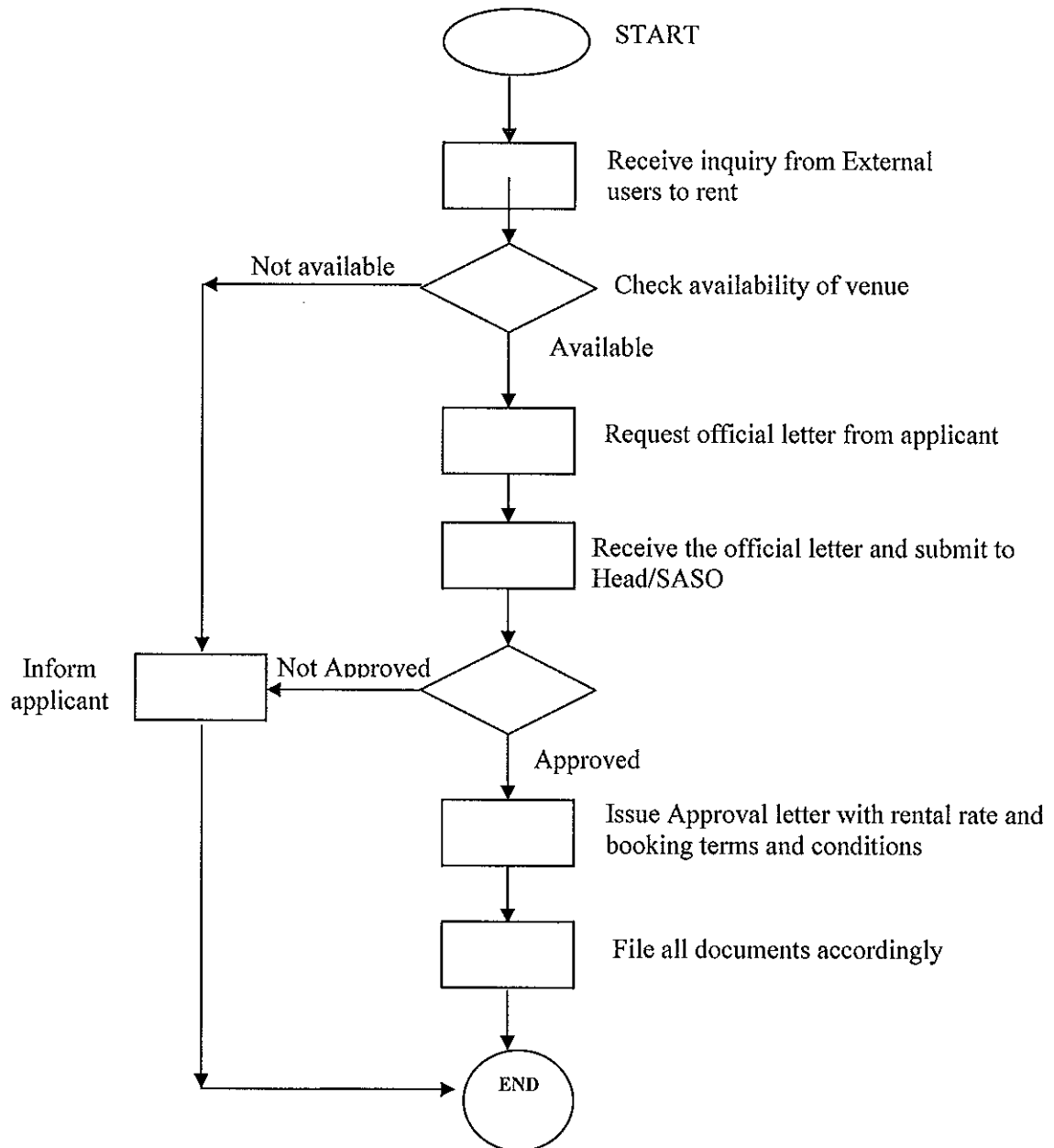
BOOKING OF SPORTS FACILITIES

EFFECTIVE DATE : 15th May 2018

DOCUMENT NO. : 01

PAGE : 8/9

APPLICATION FOR BOOKING OF FACILITIES: EXTERNAL (NON WALK IN)





INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 01

REVISION NO : 01

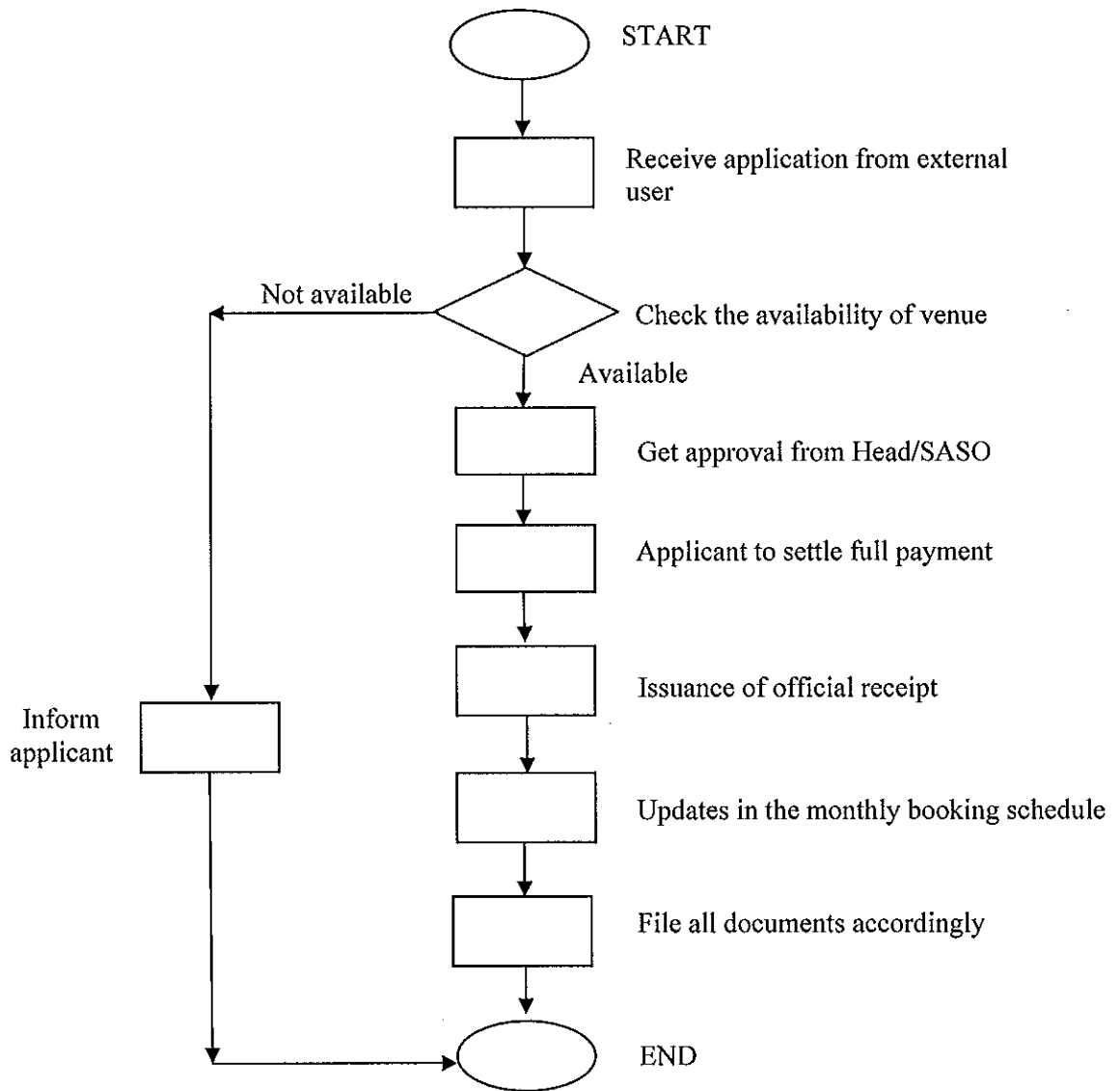
BOOKING OF SPORTS FACILITIES

EFFECTIVE DATE : 15th May 2018

DOCUMENT NO. : 01

PAGE : 9/9

BOOKING OF FACILITIES: EXTERNAL USER (WALK IN)





Version No. : 01
 Revision No. : 02
 Effective Date : 15th May 2018

**SPORTS DEVELOPMENT CENTRE
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

WALK-IN APPLICATION FORM

I, _____ NRIC: _____ from _____

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 : _____

Remark : _____

FOR OFFICE USE

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

Date : _____

Signature & Official stamp : _____

Remark : _____

REPLY SLIP

DATE: _____ DAY: _____ SESSION: _____

FACILITIES: Male : _____

Female: _____

BOOKING PROCEDURES

1. Booking and reservation can only be done during office hours (8.00 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. Priority will be given to programmes organized by the university.
4. Full payment must be made before the programme on. Booking will automatically cancel if the payment not has been made.
5. Any cancellation of programme should be acknowledged to the Sports Development Centre **seven (7)** days prior to the actual date.
6. Sports Development Centre will not responsible for any injury / accident or lost of personal belongings before, during and after programmes.
7. User will be responsible for any lose and damage of the facilities.
8. Only pack food is allowed in sports complex. Always keep clean and littering in the bins provided.
9. Users are requested to follow the rules and regulations and IIUM dress code set by Sports Development Centre.
10. Sports Development Centre has the right to cancel the approval to use the facilities at anytime if the users failed to follow the rules and regulations of sports complex.