


<p>BOOKING OF VENUE (INTERNAL USER)</p>  <p>RESIDENTIAL AND SERVICES DEPARTMENT FINANCE DIVISION</p> <p>International Islamic University Malaysia Level 2, Central Complex, Jalan Gombak, 53100 Kuala Lumpur</p> <p>Tel: 03-6196 4784/3232 Fax: 03-6196 4861 E-Mail: rsd@iium.edu.my</p>	<p>REGULATIONS</p> <ol style="list-style-type: none"> All applications for booking made at least 10 working days prior to the date of event. Approval of programme must be obtained from the Dean/ Deputy Dean/Director/ Head of the respective K/C/D/I. For student’s programme, Approval Letter of Student Activities from each K/C/D/I must be attached. Applicant must ensure the cleanliness of the venue and safety of its facilities at all time. Any catering services consumed at the IIUM venues must be obtained/ordered from the in-house food operator or a University’s approved caterer. Outside caterers are not permitted without the RSD concern. Polystyrene are strictly not allowed on campus.
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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				
<p>AVAILABILITY OF VENUE CONSENT OF PRINCIPAL</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>_____ SIGNATURE & OFFICIAL STAMP MAHALLAH OFFICE</p> <p>_____ SIGNATURE & OFFICIAL STAMP</p>				
<i>* PLEASE INCLUDE REHEARSAL DETAILS (IF ANY)</i>				

APPROVAL FROM DEAN/ D.DEAN/ DIRECTOR/ HEAD OF K/C/D/I	APPLICANT SIGNATURE
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<p>Approved <input type="checkbox"/> Disapproved <input type="checkbox"/></p> <p>Remarks : _____</p> <p>_____</p> <p style="text-align: center;">(Signature & Official Stamp)</p>	<p>I hereby agree with the regulations stated above and accept the responsibility and liability for any loss and damage to the University properties.</p> <p>Remarks : _____</p> <p>_____</p> <p style="text-align: center;">(Signature & Date)</p>
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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) OCAP – AV TEAM (Audiovisual) Ext: 4157
- b) Daya Bersih Sdn. Bhd (Banquet Equipment/Air-Cond) Ext: 5414
- c) OSeM (Open/Close venue's door) Ext: 5555

