



INTERNATIONAL ISLAMIC UNIVERSITY  
MALAYSIA

VERSION NO. : 03

REVISION NO. : 01


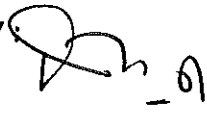
BOOKING OF CAMPUS BAZAAR  
(SHORT TERM RENTAL)

EFFECTIVE DATE : 01/01/2019

DOCUMENT NO. : IIUM/RSD/04

PAGE : 1/6

# BOOKING OF CAMPUS BAZAAR (SHORT TERM RENTAL)

PREPARED BY : 	APPROVED BY : 
NAME : MUHAMMAD IZZAT ZAHARI	NAME : SITI THURAIYA ABD RAHMAN
POST : ADMINISTRATIVE ASSISTANT RESIDENTIAL AND SERVICES DEPARTMENT	POST : DIRECTOR, RESIDENTIAL AND SERVICES DEPARTMENT
DATE : 01/01/2019	DATE : 01/01/2019



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### 1. OBJECTIVE

This procedure is to ensure effective and efficient system of appointment for Campus Bazaar operators.

### 2. SCOPE

The procedure is to be applied for selection of operators (public and IIUM student) for short term rental.

### 3. DEFINITION/ABBREVIATION

3.1	IIUM	:	International Islamic University Malaysia
3.2	FIN	:	Finance Division
3.3	RSD	:	Residential and Services Department
3.4	DD	:	Deputy Director
3.5	AD	:	Assistant Director
3.6	AAO	:	Assistant Administrative Officer
3.7	AAcc	:	Assistant Accountant
3.8	AccA	:	Accounting Assistant
3.9	AA	:	Administrative Assistant
3.10	RSMCM	:	Residential and Services Management Committee Meeting
3.11	STADD	:	Student Affairs and Development Division
3.12	EDC	:	Entrepreneurship Development Centre
3.13	CBC	:	Campus Bazaar Committee Meeting
3.14	K/C/D/I/O	:	Kulliyah/ Centre/ Division/Institute/Office
3.15	NRIC	:	National Registration Identity Card
3.16	Campus Bazaar:	:	Area for small business activities i.e. push carts
3.17	Short Term	:	Rental within 3 to 6 months period.
3.18	Public	:	Outsiders / Non IIUM



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#### 4. REFERENCES

- 4.1 Guidelines of Campus Bazaar.
- 4.2 Application forms:-
  - i) Campus Bazaar (Public)
  - ii) Campus Bazaar (Student)
- 4.3 CBC Minutes of meeting.

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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

Responsibility		Detailed Procedure
	<b>5.1</b>	<b><u>APPOINTMENT FOR CAMPUS BAZAAR</u></b>
AA	5.1.1	Receive completed application form from applicant (Application Form: Campus Bazaar Student / Public). - Student application shall obtained recommendation from EDC. -Copy of applicant NRIC / passport and Matric card -Copy of SSM (public only) -Detail/sample of product
AA	5.1.2	Compile all applications to be tabled in the CBC meeting. - Key in application in database.
AA/AAO	5.1.3	CBC meeting. -Invite members for meeting (Guidelines of Campus Bazaar)
AA/DD	5.1.4	Notify applicants on the results within 14 working days after the CBC meeting through: 1. Announcement at RSD notice board. 2. Offer letter.
AA/AAO/AD	5.1.5	Issue offer letter together with acceptance notice and Terms & Condition.
AA/AAO/AD	5.1.6	Conduct briefing session for successful applicants.
AAcc/AccA	5.1.7	Received payment and issue receipt -One month deposit + one month rental
AA	5.1.8	File all documents accordingly. (IIUM/213/9/6/1/4)- CB Public. (IIUM/213/9/6/1/4) – CB Student.

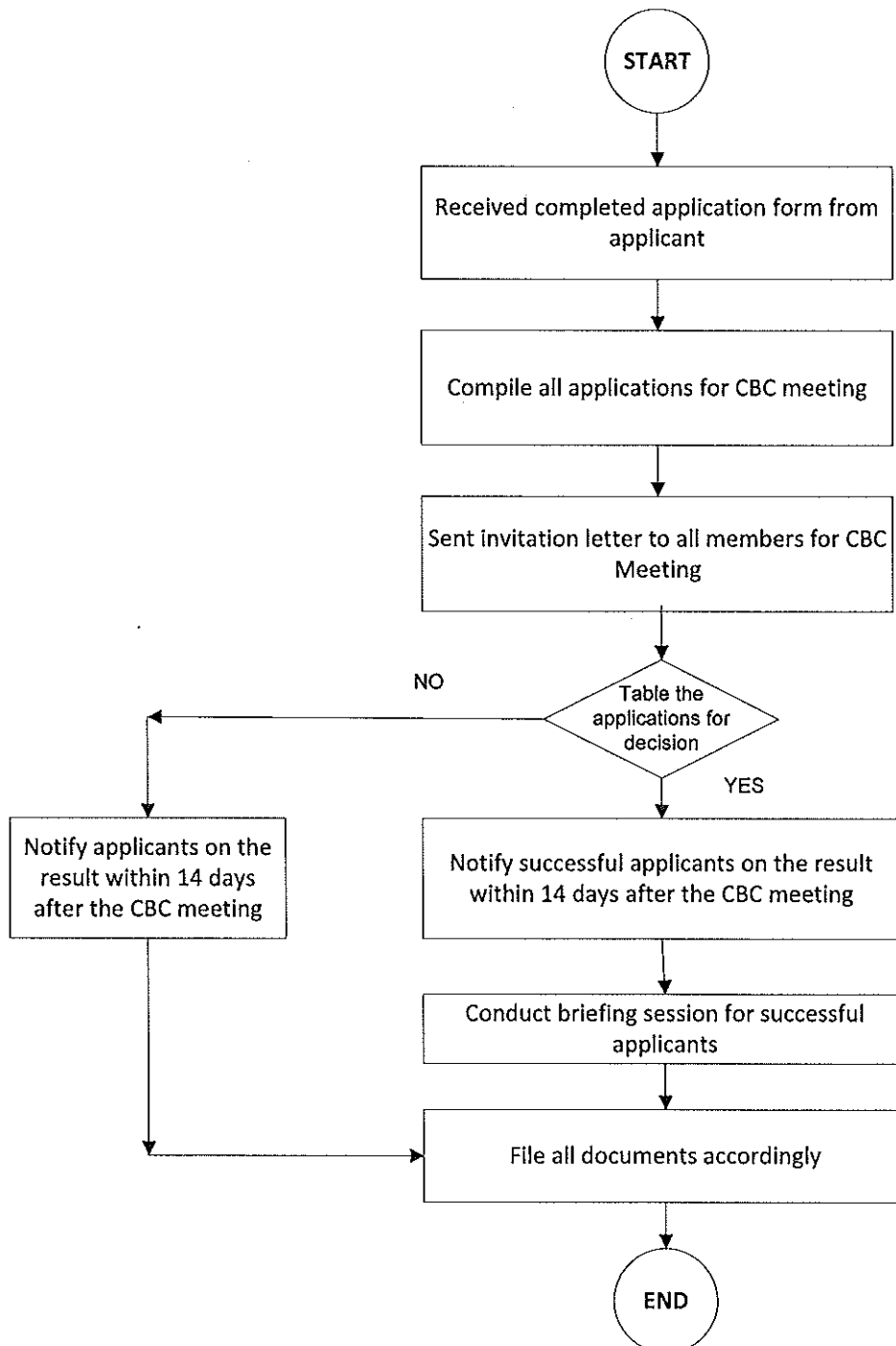
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## 6. QUALITY RECORD

No.	Record	Retention Period	Location	Responsibility
1.	Campus Bazaar Meeting (IIUM/213/20/5/3/)	6 year	File Cabinet	AA
2.	Campus Bazaar Public (IIUM/213/9/6/1/4) Campus Bazaar Student (IIUM/213/9/6/1/4)	6 year	File Cabinet	AA

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**7. FLOWCHART**





# INTERNATIONAL ISLAMIC UNIVERSITY

## GUIDELINES OF CAMPUS BAZAAR / PROMOTION COUNTER

### A. CAMPUS BAZAAR

#### 1. Campus Bazaar Committee Meeting (CBC)

Member by post:-

Chairman	Deputy Director, Residential and Services Department (RSD)
Deputy Chairman	Senior Assistant Director / Assistant Director Residential and Services Department (RSD)
Members	i. Representatives from Finance Division ii. Representative from Entrepreneurship Development Centre (EDC) iii. Representative from Student Affairs and Development (STADD)
Secretary	Senior Assistant Administrative Officer/ Assistant Administrative Officer, Residential and Services Department (RSD)
Assistant Secretary	Administrative Assistant, Residential and Services Department (RSD)

#### 2. Function of Committee Members:-

- i. To discuss policies, rules and regulations for application of campus bazaar.
- ii. To select and approve the applications.
- iii. To decide type of business for the approved applications.

### 3. Rules and Regulations:-

- i) Application form must be submitted before or on end of February, May, August or November.
- ii) The duration of each appointment shall be within three (3) to six (6) months .
- iii) The meeting shall be held four (4) times per year (quarterly basis) and shall be chaired by the Chairman or Deputy Chairman.
- iv) The quorum of meeting shall be 2/3 from number of members.
- v) All decisions of meeting are absolute.
- vi) Priority of application will be considered to the following groups:-
  - a. Single parents
  - b. Physically disable (OKU)
  - c. Cottage industries
  - d. Needy students with recommendation from K/C/D/I/O
- vii) All successful applicants must submit the notice of acceptance.
- viii) Application form is chargeable RM5.00 per form for public and free of charge for student.

### 4. Rental:-

- i) RM800.00 per month for public
- ii) RM150.00 per month for student

Deposit of one (1) month rental together with current month rental to be imposed for successful applicants and to be paid within seven (7) working days upon receiving the appointment letter. Failure to pay the deposit within the stipulated date, the University has the right to revoke the offer.

The deposit is refundable within six (6) months after the end of the contract provided the push carts were in good conditions. The operator has to submit the original receipt upon claiming of deposit. The University reserved right to retain the deposit for any loss or damage caused by negligence of the operators.

## B. PROMOTION COUNTER

### 1. Rules and Regulation

- i) Application form shall be submitted at least one (1) day before the programme.
- ii) Maximum days of promotion are seven (7) days.
- iii) The Deputy Director or Senior Assistant Director or Assistant Director has the authority to approve the application for Promotion Counter.
- iv) Application form is chargeable RM5.00 per form for public and free of charge for student.



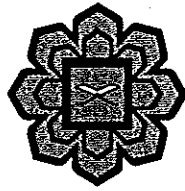
## 2. Rental

- i) Public:- RM60.00 per day
- ii) Students:-
  - a. RM30.00 per day for personal activities
  - b. RM5.00 per day for society or club activities ( generating income)
  - c. Free of charge (FOC) for society or club registration and membership
- iii) Open space promotion:-
  - a. RM150.00 - RM200.00 per day depends on type of business and space area.

## C. MODE OF PAYMENT

- i) Banker's cheque (Account No. 1407-000000-71-6) payable to 'Director of Finance IIUM'  
or
- ii) Debit card at RSD Counter at Level 3 or
- iii) Deposit to IIUM Operating Account No. 1407-000000-71-6 (Director of Finance IIUM / Pengarah Kewangan IIUM) and bank slip to be submitted to RSD for proof of payment.

Price / Harga : FOC / Percuma Serial No. / No. Siri :



# Residential & Services Department

## APPLICATION FORM: CAMPUS BAZAAR (Student)

### 1. Applicant's Name / Nama Pemohon

Please fix photo here (Sila sertakan gambar)	NAME (Nama)																		
NRIC (No. KP)																			

### 2. Duration of Business / Tempoh Perniagaan

January - March     April - June     July - September     October - December

Approved Campus Bazaar / Kampus Bazaar Diluluskan: .....

#### Reminders (Peringatan):

- Please fill in this form clearly (Capital Letter) and mark  at the appropriate box and left blank whenever applicable.  
(Borang ini hendaklah diisi dengan terang (dalam Huruf Besar) dan tanda  dalam kotak-kotak yang berkenaan serta kosongkan mana-mana yang tidak berkenaan).
- Please submit this form together with the following documents:  
(Kembalikan borang ini berserta dengan dokumen-dokumen berikut):-
  - ✓ Copy of Matric Card or Passport / Salinan Kad Matrik atau Passport
  - ✓ Recommendation from Entrepreneurship Development Centre / Pengesahan daripada Pusat Pembangunan Keusahawanan (EDC)

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<b>Sex</b> <i>(Jantina)</i>	<b>Male (Lelaki)</b> <input type="checkbox"/>								<b>Female (Perempuan)</b> <input type="checkbox"/>																																																																											
<b>Contact Number</b> <i>(Nombor yang boleh dihubungi)</i>	<b>Tel:</b>								<b>Fax:</b>				<b>Mobile:</b>																																																																							
<b>Date of Birth</b> <i>(Tarikh Lahir)</i>									<b>Place of Birth</b> <i>(Tempat Lahir)</i>																																																																											
<b>Citizenship</b> <i>(Warganegara)</i>	<b>Malaysian (Malaysia)</b> <input type="checkbox"/>								<b>Permanent Resident (Penduduk Tetap)</b> <input type="checkbox"/>				<b>Non-Malaysian (Bukan Malaysia)</b> <input type="checkbox"/>																																																																							
<b>Race</b> <i>(Keturunan)</i>	<b>Malay (Melayu)</b> <input type="checkbox"/>				<b>Chinese (Cina)</b> <input type="checkbox"/>				<b>Indian (India)</b> <input type="checkbox"/>				<b>Others (Lain-lain)</b> <input type="checkbox"/>																																																																							
<b>Marital Status</b> <i>(Taraf Perkahwinan)</i>	<b>Single (Bujang)</b> <input type="checkbox"/>				<b>Married (Berkahwin)</b> <input type="checkbox"/>				<b>Divorce (Bercerai)</b> <input type="checkbox"/>				<b>Single Mother (Ibu Tunggal)</b> <input type="checkbox"/>																																																																							
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<b>Number of Dependant</b> <i>(Bilangan Tanggungan)</i>	<input type="text"/> <input type="text"/>		<b>Business Experience</b> <i>(Pengalaman Berniaga)</i>								<input type="text"/> <input type="text"/>		<b>Years</b> <i>(Tahun)</i>		<input type="text"/> <input type="text"/>																																																																					

### 3. Type of Business / Jenis Perniagaan

Please tick ONLY one (1)  at the appropriate box to your type of business.

*Sila tandakan SATU (1) SAHAJA  pada ruang jenis perniagaan anda.*

#### A. CLOTHES AND APPAREL / Pakaian

- Baju Kurung / Kain Ela
- Telekung / Persalinan Solat
- Blouse / Skirt Labuh / Seluar
- Jubah Wanita / Jubah Kanak-kanak / Jubah Seluar
- Pakaian Kanak-kanak/ Pakaian Mengandung
- Pakaian Lelaki / Jubah / Kurta / T-shirt Lelaki
- Pakaian Muslimah / T-shirt Wanita / Muslim Swimsuits
- Tudung / Serkup Kepala / Sarung Tangan & Kaki / Inner

#### B. ACCESSORIES / Aksesori

- Brooch / Bracelet / Necklace
- Watch / Watch Services

#### C. BAGS / Beg

- Wallet / Hand Bag / Pouch

#### D. COSMETIC / Kosmetik

- Make up set / Perfumes

#### E. DRY FOODS / Makanan Kering

- Snacks / Local kerepek / Tit bits

#### F. HEALTH PRODUCTS / Produk Kesihatan

- please specify (sila nyatakan).....

#### G. GIFTS & SOUVENIR / Cenderamata & Cenderahati

- please specify (sila nyatakan).....

## 1. Description

Every potential user to the University properties acknowledges that he has received and read a copy of these Terms & Conditions attached to the application form. If his application to use the University Facilities is accepted by the university, these Terms & Conditions shall govern & regulate his rights as a user of the properties & he will be abide by such terms & conditions.

## 2. Agreement

2.1 IIUM reserves the right to reject any application as it deems fit.

1.2 The agreement between the university and the user shall come into force from the date of acceptance of the user's application until terminated in account with the provision of Clause 9 of this terms and conditions.

## 3. Definitions

3.1 In these terms and conditions, unless the context otherwise requires, the following words and expressions shall have the following meanings: -

"University" means International University Malaysia (IIUM), Jalan Gombak, 53100 Kuala Lumpur.

"Properties" means the Campus Bazaar.

"Managing Authority" mean any committee form by International Islamic University Malaysia to manage the campus bazaar.

"User" means student or staff or organization associated with the university or public who use the University properties.

"Student" means any person who registered for study in the University for the current academic semester.

"Staff" mean all employees of the University.

"Organization associated with the University" means that the organizations are officially recognized or student groups or administrative or academic units.

"Public" means individual or organization who is not associated with the University at all.

## 4. User's Duties & Responsibilities

4.1 The user shall be abide by all the general conditions of IIUM and the University By-Laws and Rules; Inter-alia: -

- i) to obey the dress code of the University, i.e. to dress appropriately/modestly which covers the aurah;
- ii) not to conduct any activities which contravenes to the teachings of Islam;
- iii) not to conduct/indulge in any political activities;
- iv) to observe the rule that smoking is strictly prohibited within the campus area.

4.2 The User shall undertake to make full payment (if required) to use the property.

4.3 The User shall maintain and keep its staff or employees in good order and decent behaviour within the University property and shall be solely and entirely responsible for the carrying out and compliance with the requirement of these terms and conditions and shall be liable for any damages howsoever caused to the property used.

4.4 The driving of tacks nails or screws, etc into any of the woodwork or walls or any part of the building, furniture or fixture IS STRICTLY FORBIDDEN. Decorations will not be permitted without written permission of the University.

4.5 Advertising signs or posters or banners on campus require the approval of the University.

## 5. Rights and Liabilities of the University

5.1 The University shall not be liable for any loss, inconvenience, interruption or any damage suffered as a result or consequence of the University:-

- i) Making any modification or alteration or renovation to the properties at any time as it considers appropriate and necessary for the proper and efficient functioning of the properties.
- ii) Suspending the use of the hired facilities by the hirer on grounds that there may be a breach by such Hirer on these terms and conditions.

5.2 The University reserves the right at any time to: -

- i) Cancel, revoke, suspend or terminate this agreement and the use of the properties due to the breach of the terms of this agreement or any misrepresentation or inaccurate information given by the user;
- ii) Suspend, interrupt or terminate the use by any Hirer of the facilities for any reasons whatsoever;

iii) Amend, add or delete any of these Terms & Conditions with or without notice being given to the user and the user shall be bound to observe, perform and comply;

iv) Impose specific restrictions on the user relating to the use of hired properties.

5.3 The University shall not be liable to any user for any act or thing done pursuant to an exercise of its rights under Clause 5.2 above.

5.4 The University shall not be liable to any user for any third party or persons authorized by or claiming through a user for any loss or damage, whether direct or indirect, special or consequential or loss of business, revenue or profits of any nature suffered by any user or any person authorized by any user arise.

## 6. Charges

All charges payable by the user are those set by the University and will be those in force at time of the properties.

## 7. Duration

The maximum durations for properties usage are those set by the University and will be those in force at the time of the user's use of the properties.

## 8. Assignment

No user shall be permitted to assign or transfer any or part of their rights or obligations under these terms and conditions to any person without the prior consent of the University.

## 9. Termination

9.1 The University may suspend/terminate the agreement for usage of the properties, if the user breaches any provision of these terms and conditions.

9.2 The University in its absolute discretion may terminate the agreement made between the University and the user by giving notice to the user and such termination shall take effect after seven (7) days from the date of the notice.

## 10. Severability

If one of the provisions of these terms and conditions shall invalid, illegal or unenforceable under any applicable law or decision, the validity, legality and enforceability of the remaining provisions shall not be effected or impaired in any way and such invalid, illegal or unenforceable provision(s) shall be deemed deleted.

## 11. Waiver

Failure by the University to exercise any or all its rights under these terms and conditions or any partial exercise of a right, shall not act as a waiver of such rights and such rights may be exercised without having to wait for occurrence or reoccurrence of a similar event giving rise to such rights.

## 12. Time

Time whenever mentioned in these terms and conditions shall be of the essence.

## 13. Binding Effect of The Agreement

These terms and conditions shall be binding upon and ensure to the benefit of any nominees, heirs, assign or successors in title of the user.

## 14. Amendments To These Terms and Conditions

The University shall have the sole discretion to add, delete or amend the Terms and Conditions from time to time and will advise the hirer of accordingly by sending a notice setting out the changes.

## DECLARATION

By signing below, I / We hereby declare that all the information given in the application form is true and complete. I / We further confirm that I / We have read the Term and Condition and agree to be bound by them. I / We agree to accept responsibility and liability for any failure in adhering to any parts of the terms and condition and agree to compensate the university for any loss and damage to the university properties.

\_\_\_\_\_  
(Applicant's Signature)

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



# Residential & Services Department

## APPLICATION FORM: CAMPUS BAZAAR (Public)

### 1. Applicant's Name / Nama Pemohon.

Please fix photo here (Sila sertakan gambar)	NAME (Nama)											
NRIC (No. KP)												

### 2. Duration of Business / Tempoh Perniagaan

January - March     
  April - June     
  July - September     
  October - December

Approved Campus Bazaar / Kampus Bazaar Diluluskan: .....

#### Reminders (Peringatan):

- Please fill in this form clearly (Capital Letter) and mark  at the appropriate box and left blank whenever applicable.  
 (Borang ini hendaklah diisi dengan terang (dalam Huruf Besar) dan tanda  dalam kotak-kotak yang berkenaan serta kosongkan mana-mana yang tidak berkenaan).
- Please submit this form together with the following documents:  
 (Kembalikan borang ini berserta dengan dokumen-dokumen berikut):-
  - ✓ Copy of NRIC or Passport / Salinan Kad Pengenalan atau Passport
  - ✓ Copy of Company Registration Certificate / Salinan Sijil Pendaftaran Syarikat
  - ✓ Copy of Malaysian Ministry of Finance Certificate / Salinan Sijil Pendaftaran Kementerian Kewangan Malaysia

Company Name <i>(Nama Syarikat)</i>	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																																																							
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Contact Number <i>(Nombor yang boleh dihubungi)</i>	Tel:								Fax:				Mobile:																																																																											
Date of Birth <i>(Tarikh Lahir)</i>									Place of Birth <i>(Tempat Lahir)</i>																																																																															
Citizenship <i>(Warganegara)</i>	Malaysian <i>(Malaysia)</i> <input type="checkbox"/>								Permanent Resident <i>(Penduduk Tetap)</i> <input type="checkbox"/>				Non-Malaysian <i>(Bukan Malaysia)</i> <input type="checkbox"/>																																																																											
Race <i>(Keturunan)</i>	Malay <i>(Melayu)</i> <input type="checkbox"/>				Chinese <i>(Cina)</i> <input type="checkbox"/>				Indian <i>(India)</i> <input type="checkbox"/>				Others <i>(Lain-lain)</i> <input type="checkbox"/>																																																																											
Marital Status <i>(Taraf Perkahwinan)</i>	Single <i>(Bujang)</i> <input type="checkbox"/>				Married <i>(Berkahwin)</i> <input type="checkbox"/>				Divorce <i>(Bercerai)</i> <input type="checkbox"/>				Single Mother <i>(Ibu Tunggal)</i> <input type="checkbox"/>																																																																											
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Number of Dependant <i>(Bilangan Tanggungan)</i>	<input type="checkbox"/> <input type="checkbox"/>		Business Experience <i>(Pengalaman Berniaga)</i>								<input type="checkbox"/> <input type="checkbox"/>		Years <i>(Tahun)</i>				<input type="checkbox"/> <input type="checkbox"/>																																																																							

**3. Type of Business / Jenis Perniagaan**

Please tick ONLY one (1)  at the appropriate box to your type of business.

Sila tandakan SATU (1) SAHAJA  pada ruang jenis perniagaan anda.

**A. CLOTHES AND APPAREL / Pakaian**

- Baju Kurung / Kain Ela
- Telekong / Persalinan Solat
- Blouse / Skirt Labuh / Seluar
- Jubah Wanita / Jubah Kanak-kanak / Jubah Seluar
- Pakaian Kanak-kanak/ Pakaian Mengandung
- Pakaian Lelaki / Jubah / Kurta / T-shirt Lelaki
- Pakaian Muslimah / T-shirt Wanita / Muslim Swimsuits
- Tudung / Serkup Kepala / Sarung Tangan & Kaki / Inner

**B. ACCESSORIES / Aksesori**

- Brooch / Bracelet / Necklace
- Watch / Watch Services

**C. BAGS / Beg**

- Wallet / Hand Bag / Pouch

**D. COSMETIC / Kosmetik**

- Make up set / Perfumes

**E. DRY FOODS / Makanan Kering**

- Snacks / Local kerepek / Tit bits

**F. HEALTH PRODUCTS / Produk Kesihatan**

- please specify (sila nyatakan).....

**G. GIFTS & SOUVENIR / Cenderamata & Cenderahati**

- please specify (sila nyatakan).....



## 1. Description

Every potential user to the University properties acknowledges that he has received and read a copy of these Terms & Conditions attached to the application form. If his application to use the University Facilities is accepted by the university, these Terms & Conditions shall govern & regulate his rights as a user of the properties & he will be abide by such terms & conditions.

## 2. Agreement

2.1 IIUM reserves the right to reject any application as it deems fit.

1.2 The agreement between the university and the user shall come into force from the date of acceptance of the user's application until terminated in account with the provision of Clause 9 of this terms and conditions.

## 3. Definitions

3.1 In these terms and conditions, unless the context otherwise requires, the following words and expressions shall have the following meanings:-

"University" means International University Malaysia (IIUM), Jalan Gombak, 53100 Kuala Lumpur.

"Properties" means the Campus Bazaar.

"Managing Authority" mean any committee form by International Islamic University Malaysia to manage the campus bazaar.

"User" means student or staff or organization associated with the university or public who use the University properties.

"Student" means any person who registered for study in the University for the current academic semester.

"Staff" mean all employees of the University.

"Organization associated with the University" means that the organizations are officially recognized or student groups or administrative or academic units.

"Public" means individual or organization who is not associated with the University at all.

## 4. User's Duties & Responsibilities

4.1 The user shall be abide by all the general conditions of IIUM and the University By-Laws and Rules; inter-alia:-

- i) to obey the dress code of the University, i.e. to dress appropriately/modestly which covers the aurah;
- ii) not to conduct any activities which contravenes to the teachings of Islam;
- iii) not to conduct/Indulge in any political activities;
- iv) to observe the rule that smoking is strictly prohibited within the campus area.

4.2 The User shall undertake to make full payment (if required) to use the property.

4.3 The User shall maintain and keep its staff or employees in good order and decent behaviour within the University property and shall be solely and entirely responsible for the carrying out and compliance with the requirement of these terms and conditions and shall be liable for any damages howsoever caused to the property used.

4.4 The driving of tacks nails or screws, etc into any of the woodwork or walls or any part of the building, furniture or fixture IS STRICTLY FORBIDDEN. Decorations will not be permitted without written permission of the University.

4.5 Advertising signs or posters or banners on campus require the approval of the University.

## 5. Rights and Liabilities of the University

5.1 The University shall not be liable for any loss, inconvenience, interruption or any damage suffered as a result or consequence of the University:-

- i) Making any modification or alteration or renovation to the properties at any time as it considers appropriate and necessary for the proper and efficient functioning of the properties.
- ii) Suspending the use of the hired facilities by the hirer on grounds that there may be a breach by such Hirer on these terms and conditions.

5.2 The University reserves the right at any time to:-

- i) Cancel, revoke, suspend or terminate this agreement and the use of the properties due to the breach of the terms of this agreement or any misrepresentation or inaccurate information given by the user;
- ii) Suspend, interrupt or terminate the use by any Hirer of the facilities for any reasons whatsoever;

iii) Amend, add or delete any of these Terms & Conditions with or without notice being given to the user and the user shall be bound to observe, perform and comply;

iv) Impose specific restrictions on the user relating to the use of hired properties.

5.3 The University shall not be liable to any user for any act or thing done pursuant to an exercise of its rights under Clause 5.2 above.

5.4 The University shall not be liable to any user for any third party or persons authorized by or claiming through a user for any loss or damage, whether direct or indirect, special or consequential or loss of business, revenue or profits of any nature suffered by any user or any person authorized by any user arise.

## 6. Charges

All charges payable by the user are those set by the University and will be those in force at time of the properties.

## 7. Duration

The maximum durations for properties usage are those set by the University and will be those in force at the time of the user's use of the properties.

## 8. Assignment

No user shall be permitted to assign or transfer any or part of their rights or obligations under these terms and conditions to any person without the prior consent of the University.

## 9. Termination

9.1 The University may suspend/terminate the agreement for usage of the properties, if the user breaches any provision of these terms and conditions.

9.2 The University in its absolute discretion may terminate the agreement made between the University and the user by giving notice to the user and such termination shall take effect after seven (7) days from the date of the notice.

## 10. Severability

If one of the provisions of these terms and conditions shall invalid, illegal or unenforceable under any applicable law or decision, the validity, legality and enforceability of the remaining provisions shall not be effected or impaired in any way and such invalid, illegal or unenforceable provision(s) shall be deemed deleted.

## 11. Waiver

Failure by the University to exercise any or all its rights under these terms and conditions or any partial exercise of a right, shall not act as a waiver of such rights and such rights may be exercised without having to wait for occurrence or reoccurrence of a similar event giving rise to such rights.

## 12. Time

Time whenever mentioned in these terms and conditions shall be of the essence.

## 13. Binding Effect of The Agreement

These terms and conditions shall be binding upon and ensure to the benefit of any nominees, heirs, assign or successors in title of the user.

## 14. Amendments To These Terms and Conditions

The University shall have the sole discretion to add, delete or amend the Terms and Conditions from time to time and will advise the hirer of accordingly by sending a notice setting out the changes.

## DECLARATION

By signing below, I / We hereby declare that all the information given in the application form is true and complete. I / We further confirm that I / We have read the Term and Condition and agree to be bound by them. I / We agree to accept responsibility and liability for any failure in adhering to any parts of the terms and condition and agree to compensate the university for any loss and damage to the university properties.

\_\_\_\_\_  
(Applicant's Signature)

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