

BOOKING OF VENUE (INTERNAL USER)**OFFICE FOR COMMUNICATION, ADVOCACY AND PROMOTION**

International Islamic University Malaysia
Level 2, Kulliyah of Education Building, Jalan Gombak
53100 Kuala Lumpur
Tel: 03-64215899/5887/4157 Fax: 03-64214156
E-Mail: corporatecomm@iium.edu.my

REGULATIONS

1. All applications for booking must be made at least 10 working days prior to the date of event.
2. Approval of programme must be obtained from the Dean/ Deputy Dean/Director/ Head of the respective K/C/D/I.
3. For student's programme, Approval Letter of Student Activities from each K/C/D/I must be attached.
4. Applicant must ensure the cleanliness of the venue and safety of its facilities at all times.
5. Only Halal food consumed at the IIUM venues.
6. Polystyrene are strictly not allowed on campus.

APPLICANT'S INFORMATION

DATE:	MATRIC/STAFF NO:	EMAIL:
NAME:	CONTACT NUMBER:	FAX:
KULL/DEPT/SOC:	NO. OF PARTICIPANTS:	
EVENT/PROGRAM:	NAME OF VIP IF ANY:	
ORGANIZER:		

EVENT DETAIL

VENUE (PLEASE TICK /)	EVENT DATE		EVENT TIME	
	FROM	TO	FROM	TO
MAIN HALL ICC (3000 pax Capacity)				
BANQUET HALL (350 pax Capacity)				
FOYER (250 pax Capacity)				
GLASS ROOM (40 pax Capacity)				
<i>* PLEASE INCLUDE REHEARSAL DETAILS (IF ANY)</i>				

APPLICANT SIGNATURE**APPROVAL FROM****DEAN/ D.DEAN/ DIRECTOR/ HEAD OF K/C/D/I**

I hereby agree with the regulations stated above and accept the responsibility and liability for any loss and damage to the University properties.

Approved Disapproved

Remarks : _____

Remarks : _____

(Signature & Official Stamp)

(Signature & Date)

FOR OCAP USE ONLYVENUE: APPROVED DISAPPROVED _____
(Signature & Official Stamp)**Note:**

Upon approval, please fill in separate application form at the respective offices for 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 doors) Ext: 5555