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ROOM RENTAL

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1.0 OBJECTIVE

The purpose of this guideline is to exemplify in details of room rental for on-campus accommodation.

2.0 GUIDELINE(S) FOR ROOM RENTAL

- 2.1 The University may offer and approve application for room rental subject to room availability.
- 2.2 Application for room rental can be applied through:
- i. Website (<https://stash.iium.edu.my/rnrs/>).
 - ii. E-mail/ request letter.
 - iii. Walk-in.
- 2.3 Rental charge is based on the number of nights stayed.
- 2.3.1 Individual rental requires pre-payment prior to check-in.
- 2.3.2 Group rental requires an official Letter of Undertaking (LOU) from organization prior to check in.
- 2.4 Categories of tenant for room rental are as follows:
- i. IIUM students who wish to stay for a short term period.
 - ii. Non IIUM students/ IIUM alumni.
 - iii. Public.

2.5 Tenant who extends stay without permission will be charged accordingly.

2.6 Room check-in and check-out during working days, as per table below:

	Check in	Check out
Time	10:00 a.m. to 3:00 p.m.	before 3:00 p.m.

2.7 Late check-out, additional of one (1) night stay is to be charged or according to the date of returning the room key.

2.8 The tenant shall be charged accordingly for lost of room key or any damages caused to the room facilities.

2.9 No refund for cancellation of room rental.

3.0 REFERENCES

3.1 IIUM Room Rate.

3.2 Student Disciplinary Rules 2004 (Amended 2006).

3.3 Mahallah Rules and Regulations.

3.4 Inventory List.