



LEADING THE WAY
 KHALĪFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

BOOKING OF VENUE FORM

KULLIYAH OF LANGUAGES AND MANAGEMENT (KLM)
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA,
PAGOH EDU HUB, KM1, JALAN PANCHOR
84600 MUAR, JOHOR DARUL TAKZIM
TEL: 06-974 2613 FAX: 06-974 2791
EMAIL: atikah@iium.edu.my

APPLICANT'S INFORMATION

Name		Staff/Student No.	
Contact No.		Kuliyah/Dept./ Etc.	
Email			

PROGRAMME DETAILS

Programme's Name / CLASS Course	1) Kuliyah/COCU <input type="text"/> 2) Other Programme <input type="text"/>	Date & Day					
Venue		Time	<table border="1"> <tr> <th>START</th> <th>END</th> </tr> <tr> <td></td> <td></td> </tr> </table>	START	END		
START	END						
	Fees Charged	1. Internal Use <input type="text"/> 2. Outsider <input type="text"/>					
I hereby agree to undertake that I will ensure that the equipment (s) is/are in good condition. I agree to pay in cash in the event for any lost or damage.		I hereby APPROVED / DISAPPROVED this application. (Please delete whichever is not applicable)					
..... (Signature)	 OFFICER'S SIGNATURE & STAMP					
Name:		Name:					
Date: Time:		Date: Time:					

RULES AND REGULATIONS

1. All applications should be submitted to KLM at least three (3) days prior to the date of the programme.
2. The activities to be carried out shall be appropriate to the venue and pose no potential hazard to the University community. Users shall ensure the activities are conducted safely.
3. Users are responsible for reinstating the facility to its original condition immediately after use.
4. Do not create excessive noise that may affect the normal activities on campus or cause nuisance to others.
5. Smoking and gambling in any forms are prohibited in all venues.
6. Users should keep the venue in good condition and behave properly, as they will be held responsible for any damages or losses during the period in use.
Claims/Charges for repairs or replacement will be charged if the venue and facilities around the venue damaged or removed.
7. Please sign the form upon taking and returning the keys.

(The signator is the person in charge and would face the possibilities of having academic transcript blocked by the university should the above rules and regulations are not observed accordingly).