
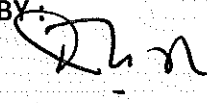

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
BOOKING OF VENUE (EXTERNAL USERS)	EFFECTIVE DATE : 01/04/2019
DOCUMENT NO. : IIUM/RSD/3	PAGE : 1/4

BOOKING OF VENUES (EXTERNAL USERS)

PREPARED BY : 	APPROVED BY : 
NAME : MD. TAHIR BAHARI	NAME : SITI THURAIYA ABD. RAHMAN
POST : Assistant Administrative Officer, Residential and Services Department	POST : Director, Residential and Services Department
DATE : 01/04/2019	DATE : 01/04/2019

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1. OBJECTIVE

This document is prepared in order to have an effective and efficient booking system of venues for programmes by external users.

2. SCOPE

The procedure is to be applied for booking of the following venues for External users:-

- i. Main Auditorium
- ii. Mini Auditorium
- iii. Experimental Hall
- iv. IIUM Cultural Centre

3. DEFINITION/ABBREVIATION

- 3.1 IIUM : International Islamic University Malaysia
- 3.2 VMS : Venue Management System (Online Booking)
- 3.3 RSD : Residential and Services Department
- 3.4 ED : Executive Director
- 3.5 DD : Deputy Director
- 3.6 AAO : Assistant Administrative Officer
- 3.7 AAcc : Assistant Accountant
- 3.8 AccA : Accounting Assistant
- 3.9 AA : Administrative Assistant
- 3.10 DBSB : Daya Bersih Sdn. Bhd.
- 3.11 K/C/D/I : Kulliyah/Division/Centre/Institute
- 3.12 EU : External User – Outsiders/People Outside IIUM Community
- 3.13 OCAP : Office for Communication, Advocacy and Promotion



INTERNATIONAL ISLAMIC UNIVERSITY
MALAYSIA

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4. REFERENCES

- 4.1 Venue Management System (VMS) Online Booking System.
- 4.2 'Kadar Sewaan dan Syarat-syarat Penggunaan Dewan'.
- 4.3 Terms and Conditions.

5. RESPONSIBILITY AND DETAILED PROCEDURE

Responsibility		DETAILED PROCEDURE
AA/AAO	5.1	Received request to rent venue 14 days prior to the event (application form/ letter/ email) from EU and check the availability of venue in the Venue Management System (VMS) and inform applicant on the availability. <i>Appendix 1 – Booking of Venue for External User.</i>
AA/AAO	5.2	Get approval from the Rector for programme involving religious and political speakers.
AA/AAO	5.3	Issue quotation to applicants as confirmation of booking
AA/AAO	5.4	Received acceptance form from applicant and distribute the evaluation form.
AA/AAO	5.5	Issue Event Order to : <ul style="list-style-type: none">i. OCAP – Protocol/Media/AV equipmentii. DBSD – Banquet Equipmentiii. OSEM – Parking/ Traffic Flow/ Venue Access <i>Appendix 2 – Event Order.</i>
AA/AAO	5.6	Forward the inspection form immediately after inspection to DBSB for further action (if necessary). Collect balance payment seven days before event and issues IIUM Official Receipt. Issue reminder letter (if required). To confirm maintenance issues have been rectified based on DBSB KPI after issuance of work order.
AA/Acc	5.7	Reminder to relevant parties one day prior to the event. Record and file all documents accordingly. - Services – Booking(External Booking) (IIUM /213/9/6/1/3)

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6. QUALITY RECORDS

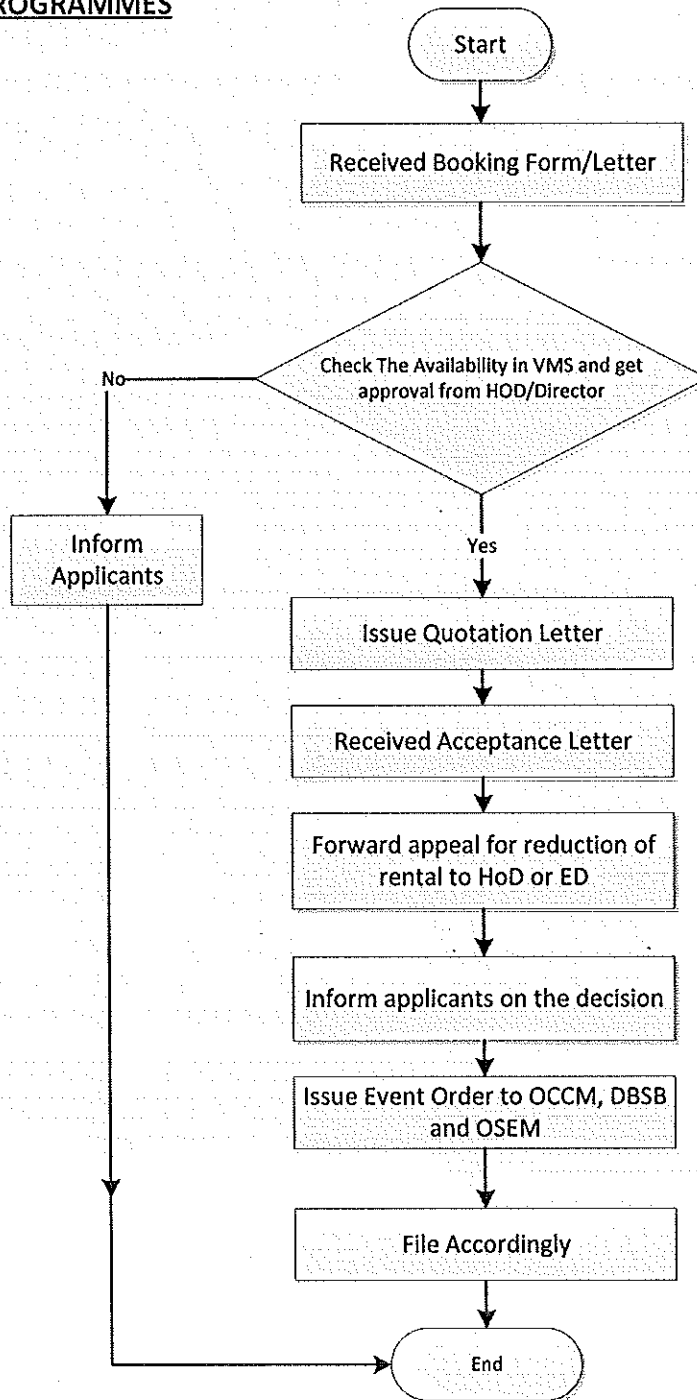
NO.	RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Booking Venue (External Users) (IIUM/213/9/6/1)	5 years	Filing Cabinet	AA

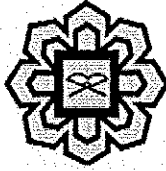
7. FLOWCHART

<p>As per attached</p>

RESIDENTIAL AND SERVICES DEPARTMENT
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

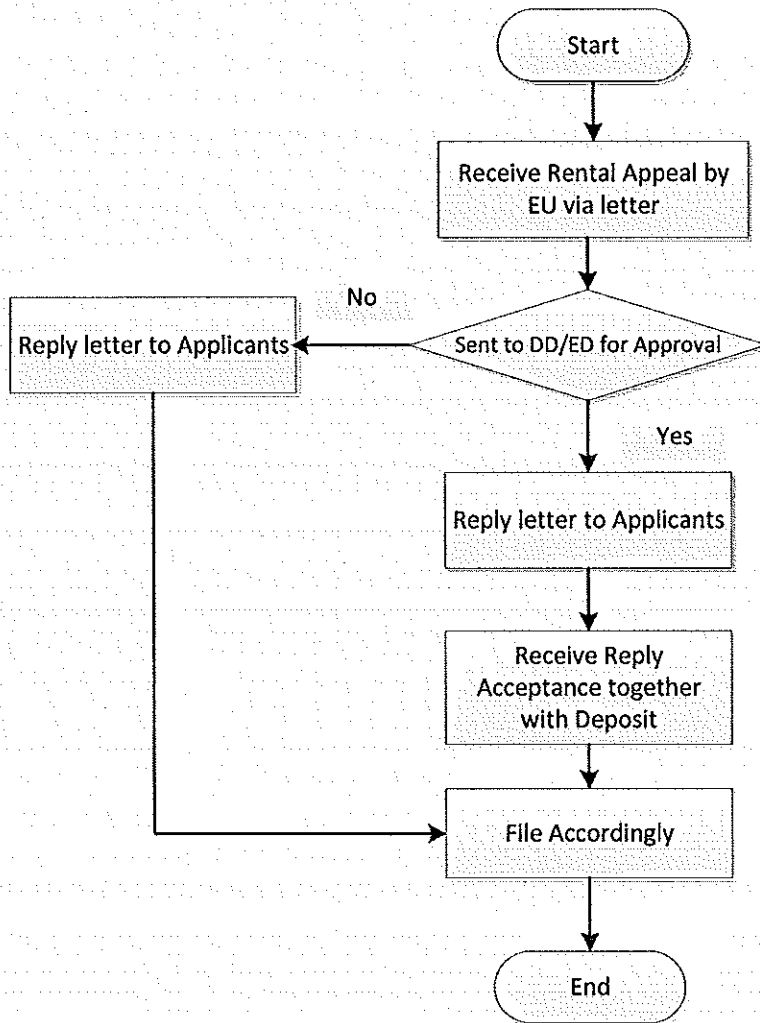
STANDING OPERATING PROCEDURE:
BOOKING OF VENUE FOR PROGRAMMES
(EXTERNAL USERS)





RESIDENTIAL AND SERVICES DEPARTMENT
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

PROCESS FLOW:
APPEAL FOR RENTAL VENUE





**RESIDENTIAL AND SERVICES DEPARTMENT
FINANCE DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**
Level 2, Central Complex, P.O BOX 10, 50728 Kuala Lumpur.
Tel: 03-61964784/3232 Fax: 03-61964861/5787 Email: rsd@iium.edu.my

BOOKING OF VENUE FOR EXTERNAL USER				
Date:				
Name:				NRIC:
Company/Organization:				
Address:				
Office/House Tel. No.:		Mobile No.:	Fax No.:	Email:
EVENT DETAILS				
Programme Name:				
*Please tick (✓) in the appropriate box				
Type of Programme* : Wedding () Seminar () Convocation () Concert () Gathering () Talk ()				
Event Date	From:		To:	
Event Time	From:		To:	
Rehearsal Date	From:		To:	
Rehearsal Time	From:		To:	
Venue: Please tick (✓) in the appropriate box :				
Main Auditorium (850pax) (RM4,150.00) per 8 hours				
Experimental Hall (280pax) (RM1,500.00) per 8 hours				
Mini Auditorium (144pax) (RM750.00)per 8 hours				
IIUM Cultural Center (3000pax) (RM17,500 – RM50.000) per 8 hours				
Banquet Hall ICC (350pax) (RM7,500) per 8 hours				
Seminar Room Mahallah Ruqayyah (45pax) (RM300.00 – RM560.00) per 8 hours				
VIP/VVIP Guests:				
<ul style="list-style-type: none"> - All prices are inclusive with basic P.A System and basic Banquet Equipments only. For additional facilities, please check overleaf information. - Additional hours will be charged. 				
DECLARATION				
By signing below, I/We hereby declare that the information given above is true and complete. I/We further confirm that I/We have read the Terms and Condition overleaf 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 conditions and agree to compensate the University for any loss and damage to the University properties.				
_____ (Applicant Signature and Official Stamp)				
FOR OFFICE USE ONLY:				
APPROVED <input type="checkbox"/>		DISAPPROVED <input type="checkbox"/>		
_____ (Signature and Official Stamp)				

FACILITIES REQUEST

ITEM	PRICE PER UNIT (RM)	QUANTITY	ITEM	PRICE PER UNIT (RM)	QUANTITY
Round Table	10.00		Registration Counter	10.00	
Banquet Chair	5.00		Platform	10.00	
Arm Rest Chair	5.00		Rostrum	25.00	
Plastic Chair	2.00		Partition	20.00	
Exam Table 2' x 3'	3.00		Artificial Plant	5.00	
Exam Chair	2.00		Side Table	5.00	
Skirting (Round Table) 6'	5.00		Portable Air-Cond	200.00	
Skirting (Oblong Table) 3' x 6'	5.00		LCD Projector (Portable)	400.00	
Coffee Table	10.00		PA System (Portable)	400.00	
Buffet Table 3' x 6'	10.00		Numbering Stand (1-30)	50.00	
Sofa (1 Seater)	25.00		Total		

ADDITIONAL REQUEST

1.
2.
3.

TERMS AND CONDITIONS

- External applications must be accompanied with a guarantor's declaration and signature that are liable and responsible for any loss or damage caused to items rented.
- To pay a deposit amounting 50% of the total rental for confirmation of booking to 'Director of Finance, IIUM)
- All payments is payable within 7 days before the event and made payable to "EXECUTIVE DIRECTOR OF FINANCE , IIUM" and address to Residential and Services Department.
- Facilities must be returned in a good condition. Applicants are liable for any loss or damage caused.
- To ensure the cleanliness of the venue and its compound at all time.
- To ensure all the equipments used or rented are returned in a good condition.
- Banner/bunting that are to be hanged must get prior approval from the Residential and Services Department.
- The APPLICANTS and RSD shall be responsible for the fastening and securing of all doors and windows of the Demised Premises during business hours and for its security and safety when unattended. The APPLICANTS shall not do or permit to be done or omit to do anything which may compromise the security and/or safety of the Demised Premises in particular and that of the generally.
- The APPLICANTS shall obtain and maintain at the APPLICANTS's own expenses all licenses, permits, registrations, authorities and approvals for the conduct of the permitted use of the Demised Premises and ensure that all such licenses, permits, consents and authorities are valid for the duration of this fair.
- The APPLICANTS hereby irrevocably undertakes to ensure that all duty whatsoever shall be paid to the relevant Authorities in respect thereof and to further indemnify the RSD/University against any actions, proceedings and fines whatsoever which may be brought against the RSD/University due to any breach or negligence on the part of the APPLICANTS in respect of this Clause.
- The APPLICANTS shall keep the venue and all equipment in them in a neat and clean condition both in its characteristics and appearance.
- The APPLICANTS shall not use or allow to be used the lift, escalator areas, lavatories, conveniences and the water, lighting, and air-conditioning apparatus and fire sprinkler systems in the Demised Premises or the Center for any purpose other than those for which they were constructed. The APPLICANTS shall not throw or place in any of these sweepings, rubbish or other unsuitable substances.
- The APPLICANTS shall indemnify the RSD/University against the cost of repairing any damage resulting to any of those things from any misuse by the APPLICANTS, its servants, agents, employees, licensees or invitees and on demand shall pay that cost to the RSD/University.
- Unless expressly permitted the APPLICANTS shall not display any religious altars or other religious items or burn any incense within or outside the Demised Premises.
- The APPLICANTS shall not install anything which the RSD/University may think adverse to the RSD/University even if such installation is part of the APPLICANTS ordinary course of business without prior written approval of the RSD/University, which approval shall be at the RSD/University absolute discretion.
- All works shall conform to the current Health and Safety regulations and Statutory Requirements.
- To be fully responsible for any actions, proceedings, costs, expenses, claims and requests made by the RSD in relation to the usage of the said premises.
- The RSD will not be responsible for any loss of income or any damages to the equipment of the applicants.
- Not to make any alteration or addition (structural or otherwise) to the said premises or to the fittings without prior written consent from the University. APPLICANTS is strictly prohibited to transfer, assign, sublet, underlet or part with the possession of the said premises or any part thereof provided such written consent shall be unreasonably withheld.
- Any damages to the building or properties for the purpose of installation shall be borne by APPLICANTS. All damages or defects occurred from the work shall be made good to the University's satisfaction by APPLICANTS.
- The RSD/University has the right to add, modify, or change the terms and conditions stated above from time to time.

The University has the right to revoke this offer if APPLICANTS does not comply with any of the terms and conditions stated above.

RESIDENTIAL & SERVICES DEPARTMENT
LEVEL 3, CENTRAL COMPLEX, IUM
TEL: 4784/3232 FAX: 4861 EMAIL: rsd@iium.edu.my

BANQUET EVENT ORDER

Account Name	:		Date	:	
Contact Name	:		IUM PIC/Contact No	:	
Address	:		Event Name	:	
Telephone	:		Venue	:	
Fax	:		No. of Pax	:	

Actual date	:		Actual Time	:	
Rehearsal /Preparation Date	:		Rehearsal Time	:	

OFFICE FOR COMMUNICATION, ADVOCACY AND PROMOTION (OCAP)	RESIDENTIAL AND SERVICES DEPARTMENT
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OFFICE FOR COMMUNICATION, ADVOCACY AND PROMOTION (OCAP) - AUDIO VISUAL	DAYA BERSIH SDN. BHD. (Event Team)
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No	ITEMS	QUANTITY
1.	PA System	
2.	Microphone with Stand	
3.	Wireless Mic	
4.	Projector	
5	Screen	

Please take note:

No	Items	Location	Quantity
2	Pot Flower		
3	VIP Chair		
4	Round Table		
5	Banquet Chairs		
6	Buffet Table		
7	Registration Counter		
8	Arm Rest Banquet Chair		
9	Red Carpet		
10	Rostrum		
11	Platform		
12	Plastic Chairs		
13	Coffee Table		
14	Exam Table		

OFFICE OF SECURITY MANAGEMENT	FFSD ACCOUNT UNIT
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Email and fax to RSD, OCAP, DBSB. OSEM. Account Unit



RESIDENTIAL AND SERVICES DEPARTMENT
FINANCE DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
KADAR SEWAAN DAN SYARAT-SYARAT PENGGUNAAN DEWAN

DEWAN	SEWAAN (RM)				
	KAPASITI (Capacity)	MAJLIS PERKAHWINAN	PEPERIKSAAN	SEMINAR	KONVOKESYEN
Auditorium Utama (Main Auditorium)	850pax	-	-	4,150.00	4,150.00
Dewan Eksperimen (Experimental Hall)	280pax			1,500.00	1,500.00
Mini Auditorium (Mini Auditorium)	144pax	-	-	750.00	750.00
Dewan Utama, Pusat Kebudayaan UIAM (Main Hall, IIUM Cultural Center)	3000pax	17,500	23,000	50,000	50,000
Dewan Bankuet (Banquet Hall)	350	7,500	-	-	-

- Semua harga di atas adalah termasuk penyewaan dewan, Sistem Audio dan kemudahan asas kerusi & meja
- Harga diatas adalah untuk penggunaan selama 8 jam sahaja..
- Penambahan masa penggunaan akan dcaj sebanyak RM100.00 sejam.

Syarat-syarat Peraturan Sewaan

Universiti Islam Antarabangsa Malaysia (UIAM) berhak untuk menolak dan membatalkan permohonan penyewaan tanpa memberikan sebab. UIAM juga mempunyai keutamaan dalam penggunaan kemudahannya serta berhak membatalkan permohonan yang telah diluluskan sekiranya berlaku pertindihan penggunaan dengan program universiti pada suatu tarikh tertentu.

Peraturan Am

Mematuhi semua peraturan am UIAM

- Di larang merokok di dalam kawasan universiti.
- Etika Pakaian: Semua penganjur dan peserta dikehendaki memakai pakaian yang sopan. Tidak memakai pakaian yang ketat dan pendek.
- Tidak menjalankan sebarang aktiviti yang bercanggah dengan ajaran dan hukum Islam.
- Tidak menjalankan sebarang aktiviti politik dan seumpamanya.

Peraturan Khusus Penyewaan

- Tidak menjalankan aktiviti perniagaan di kawasan dewan tanpa kebenaran bertulis dari pihak Jabatan.
- Semua aktiviti yang bakal dijalankan adalah terhad di tempat yang dibenarkan sahaja.
- Tidak dibenarkan membawa masuk makanan dan minuman ke dalam dewan.
- Memastikan tempat dan kawasan persekitaran sentiasa dalam keadaan bersih.
- Aktiviti memasak adalah tidak dibenarkan.
- Hanya makanan 'HALAL' dibenarkan di dalam kawasan Universiti.
- Memastikan semua peralatan yang digunakan sentiasa berada di dalam keadaan baik.
- Tidak dibenarkan menampal dan memasang "banner/bunting /poster" tanpa mendapat persetujuan daripada Jabatan Kemudahan, Pemakanan dan Perkhidmatan.
- Bayaran pendahuluan sebanyak 50% hendaklah dibuat 14 hari sebelum program dijalankan. Kegagalan menjelaskan bayaran tersebut pada tarikh yang ditetapkan boleh menyebabkan tempahan penyewaan dewan dibatalkan. Baki sewaan hendaklah dijelaskan 7 hari dari tarikh penerimaan inbois.
- Pihak UIAM berhak meminda atau menambah syarat-syarat di atas dari masa ke semasa.

Penyewa dinasihatkan agar mematuhi semua syarat dan peraturan di atas. Kegagalan untuk mematuhi syarat-syarat dan peraturan seperti di atas akan mengakibatkan permohonan anda terbatal.

Pengarah
Residential and Services Department
Bahagian Kewangan
Universiti Islam Antarabangsa Malaysia