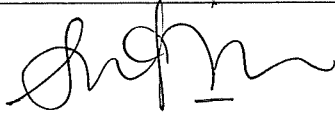
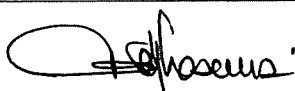


BOOKING OF VENUE (EXTERNAL USER)

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : Md Tahir Bin Bahari	Name : Mazlina binti Mustafa
Position : Assistant Administrative Officer Residential and Services Department	Position : Director, Residential and Services Department
Date : 01/02/2024	Date : 01/02/2024

1.0 OBJECTIVE

This document is prepared to have an effective and efficient rental process of venue rental for external user.

2.0 SCOPE

The procedure is to be applied for rental of the following venue under RSD purview:

- i. Main Auditorium
- ii. Experimental Hall
- iii. Mini Auditorium
- iv. Seminar Room Mahallah Ruqayyah

3.0 ACCOUNTABILITY

Accountability	Detailed Procedure	
	3.1	BOOKING VENUES EXTERNAL USER
AA/AAO/AD	3.1.1	Received external booking form Appendix 1 – External Booking Form
AA/AAO/AD	3.1.2	To check availability of the venues
AD/AAO	3.1.3	Issue quotation to applicant
AAO/AA	3.1.4	To received acceptance letter from applicant.
ED/ DIR/AAO/AA	3.1.5	If received appeal for discounted, forward appeal letter to director or executive director.
AAO/AA	3.1.6	To inform the decision of the appeal to the applicant.
AAO/AA/OCAP/OSEM/DBSB	3.1.7	Issues event order to related parties.
AA	3.1.8	File all documents accordingly. - Application Form (IIUM/213/9/6/1/3)

4.0 ABBREVIATION

4.1	AA	:	Administrative Assistant
4.2	AD	:	Assistant Director
4.3	AAO	:	Assistant Administrative Officer
4.4	DIR	:	Director
4.5	ED	:	Executive Director
4.6	OSEM	:	Office of Security Management
4.7	OCAP	:	Office of Communication, Advocacy and Promotion for Change
4.8	DBSB	:	Daya Bersih Sdn. Bhd

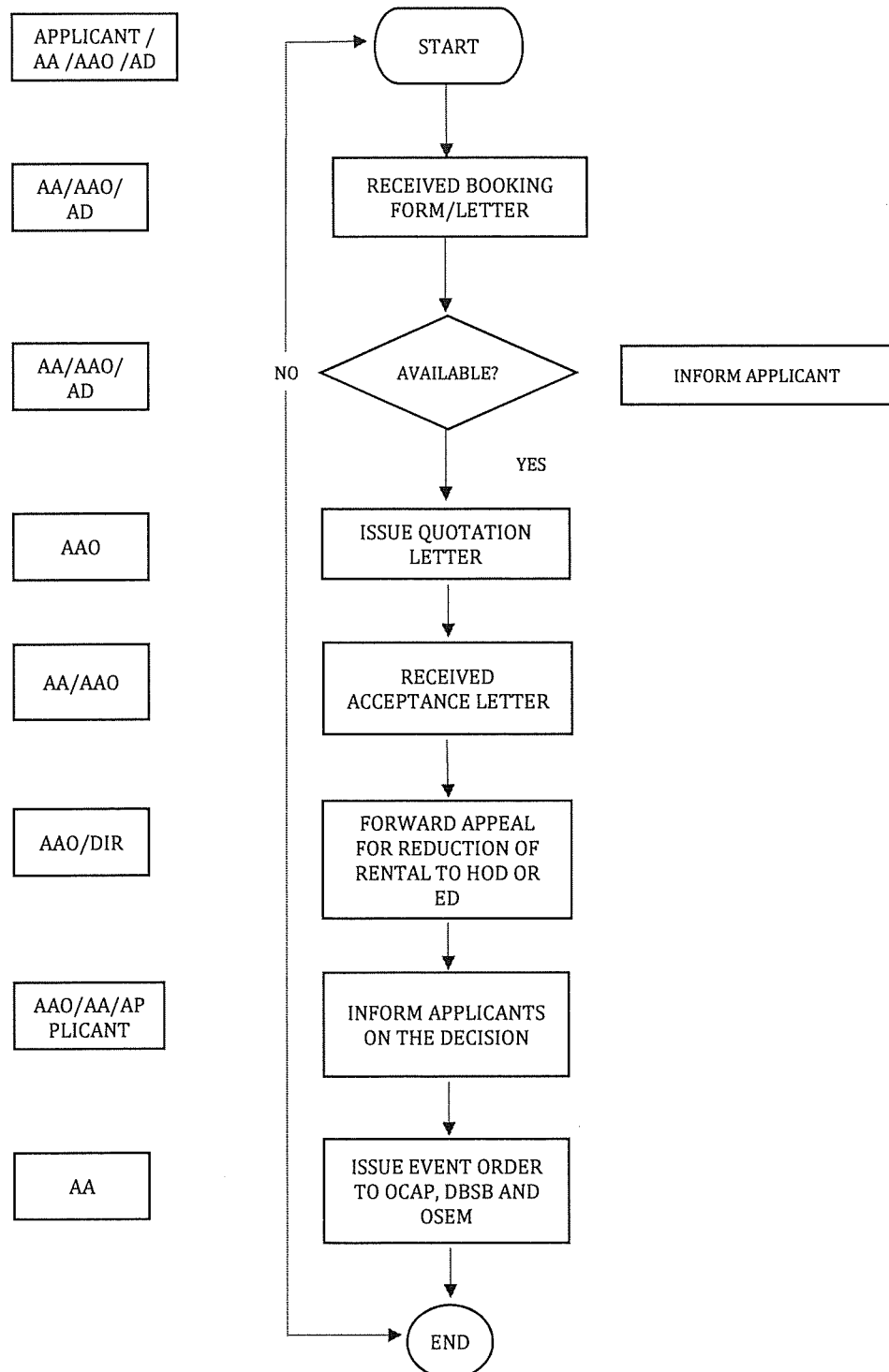
5.0 REFERENCE

5.1 Venue Booking Form (External User)

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Quotation	7 years	File Cabinet RSD Level 2	AA

7.0 PROCESS FLOW: BOOKING VENUE (EXTERNAL USER)



7.0 PROCESS FLOW: APPEAL FOR RENTAL VENUE DISCOUNT (EXTERNAL USER)

