


<p style="text-align: center;">BOOKING OF VENUE (INTERNAL USER)</p> <div style="text-align: center;">  <p> الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA دَارُ الْمَعْرِفَةِ وَالْجَمَالِ <i>Garden of Knowledge and Virtue</i> </p> </div> <p style="text-align: center;"> OFFICE FOR COMMUNICATION, ADVOCACY AND PROMOTION International Islamic University Malaysia Level 2, Kulliyyah of Education Building, Jalan Gombak 53100 Kuala Lumpur Tel: 03-64214157/5890/2818 E-Mail: occmserve@iium.edu.my </p>	<p>REGULATIONS</p> <ol style="list-style-type: none"> 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/O. 3. For student's programme, proposal and Approval Letter of Student Activities from each K/C/D/I/O 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:	HANDPHONE NUMBER: FAX:								
KULL/DEPT/SOC:	NO. OF PARTICIPANTS:								
EVENT/PROGRAM:	VIP/VVIP GUEST NAME:								
ORGANIZER:	DESIGNATION OF VIP/VVIP:								
EVENT DETAIL									
VENUE (PLEASE TICK /)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="padding: 2px;">EVENT DATE</th> <th colspan="2" style="padding: 2px;">EVENT TIME</th> </tr> <tr> <th style="padding: 2px;">FROM</th> <th style="padding: 2px;">TO</th> <th style="padding: 2px;">FROM</th> <th style="padding: 2px;">TO</th> </tr> </table>	EVENT DATE		EVENT TIME		FROM	TO	FROM	TO
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)									
ROYAL LOUNGE (12 pax Capacity) – *VIP/VVIP									
CONFERENCE ROOM / ROYAL BANQUET (100 pax Capacity) – *VIP/VVIP									
<i>Please Include Rehearsal Details (If Any)</i>									
APPLICANT SIGNATURE	APPROVAL FROM DEAN/ D.DEAN/ DIRECTOR/ HEAD OF K/C/D/I/O								
<p>I hereby agree with the regulations stated above and accept the responsibility and liability for any loss and damage to the University properties.</p> <p>Remarks : _____</p> <p style="text-align: center;">_____ (Signature & Official Stamp)</p>	<div style="text-align: center; margin-bottom: 10px;"> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> </div> <p>Remarks : _____</p> <p style="text-align: center;">_____ (Signature & Date)</p>								
FOR OCAP USE ONLY									
<p>VENUE: APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/></p> <p style="text-align: center; margin-top: 20px;">_____ (Signature & Official Stamp)</p>									
<p>Notes:</p> <p>Upon approval, please fill in separate application form at the respective offices for the following services:</p> <p>a) OCAP – AV TEAM (Audio Visual) Ext: 4157</p> <p>b) Daya Bersih Sdn. Bhd. (Banquet Equipment/Air-Cond) Ext: 5414</p> <p>c) OSeM (Open/Close venue doors) Ext: 5555</p> <p>*VIP/VVIP - These venues can only be booked if any of the listed attending the event which are:</p> <p>Royal Members OR Rector and above OR Ambassador OR Secretary-General of Ministry and above AND Member of Parliament or State Assembly (ADUN).</p>									