

## OFFICE FOR COMMUNICATION, ADVOCACY & PROMOTION

Level 2, Kulliyah of Education Building,  
International Islamic University Malaysia,

Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur

Tel: 603-6421 4157 Fax: 603-6421 4156 E-mail: occmservice@iium.edu.my

## BOOKING OF AUDIO-VISUAL FACILITIES

APPLICANT'S DETAILS					
NAME				STAFF NO / MATRIC NO	
CONTACT DETAILS	Email Address	Mobile No.	Ext No.	K / C / D / I / O MAHALLAH / CLUB / ASSOCIATION	

## EVENT DETAILS

EVENT NAME		DATE	Start Date	End Date
ORGANIZER		TIME	Exact Start Time	Exact End Time
VENUE		NO. OF PARTICIPANTS		
NAME OF VIP (if any)	*Please attach the approval letter, event schedule, and letter addressed to the VIP.			

FOR APPLICANT	APPROVAL
<p>I hereby agree to accept responsibility and liability for any loss or damage to the University's properties and for any breach of IIUM'S Rules &amp; Regulations.</p> <p>..... (Signature Person-in-charge)</p> <p>Date : _____ Time : _____</p>	<p>I hereby <b>APPROVE / DISAPPROVE</b> this application. (Please delete whichever is not applicable.)</p> <p>..... <b>DIRECTOR / HEAD OF DEPARTMENT / ASSISTANT DIRECTOR</b> (SIGNATURE &amp; OFFICIAL STAMP)</p> <p>Date : _____ Time : _____</p>

### TERMS & CONDITIONS:

- ✓ **Approval (Signature)** must be obtained from the **Kulliyah / Department / Centre / Mahallah** duly the submission of the form
- ✓ **Please Follow-Up** with OCAP (Ext. 4058) **One (1) day after** submitting the form.
- ✓ All applications for booking must be made **Five (5) Working Days** prior to the function date.
- ✓ **Late applications** or **applications without proper approval** will not be entertained.  
(e.g. no signature and official stamp at the booking form)
- ✓ If the **program is postponed** a new form must be submitted.

FOR OCAP OFFICE USE ONLY		
ACCEPTED		INITIAL / STAMP
REJECTED	Last Minute / Venue Unavailable / AV Equipment Unavailable / Incomplete Form / Others:	DATE

[illegible]

(AUDIO VISUAL ONLY)

NO	VENUES	REMARKS	
1.	IIUM Cultural Centre (e.g. Main Hall, Banquet, Foyer, Pantry)	Must attach approved OCAP's Booking of Venue Form	Students must attach program approval letter from the Respective Authority (K / C / D / I / O / M)
2.	Main Auditorium	Must attach approved RSD's Booking Details Form	
3.	Mini Auditorium		
4.	Experimental Hall		
5.	Outdoor Venue (e.g. Business Compound, Riverside and e.t.c.)		
6.	Mahallah		
7.	Senate Hall / Banquet Hall (MAR)	Must attach approved Rector's Office Booking of Venue Form	
8.	Male / Female Sports Complex (Stadium)	Must get approval from Sports Development Centre	
9.	Multipurpose Hall, Wadi Budi	Must attach approved STADD's Booking Details Form	
10.	<ul style="list-style-type: none"> <li>Outside IIUM (To be handled by the organizer)</li> <li>Outside IIUM (To be handled by OCAP Technician based on certain program. e.g. at the Hotel)</li> </ul>		