



**IIUM**  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
(Company No. 101067-P)

**TAWHIDIC EPISTEMOLOGY**  
LEADING THE WAY  
KHALIFAH • AMĀNAH • IQRA' • RAHMATAN UL-ĀLAMĪN  
**UMMATIC EXCELLENCE**  
LEADING THE WORLD

Version: 02  
Revision: 04  
Effective Date: 1<sup>st</sup> June 2025

OCAP06

**OFFICE FOR COMMUNICATION, ADVOCACY & PROMOTION**

**Level 2, Kulliyyah 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: occmserve@iium.edu.my**

**BOOKING OF AUDIO-VISUAL FACILITIES**

**APPLICANT'S DETAILS**

<b>NAME</b>				<b>STAFF NO / MATRIC NO</b>	
<b>CONTACT DETAILS</b>	<b>Email Address</b>	<b>Mobile No.</b>	<b>Ext No.</b>	<b>K / C / D / I / O MAHALLAH / CLUB / ASSOCIATION</b>	

**EVENT DETAILS**

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

**FOR APPLICANT**

**APPROVAL**

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 & Regulations.

.....  
(Signature Person-in-charge)

Date : \_\_\_\_\_ Time : \_\_\_\_\_

I hereby **APPROVE / DISAPPROVE** this application.  
(Please delete whichever is not applicable.)

.....  
**DIRECTOR / HEAD OF DEPARMENT /  
ASSISTANT DIRECTOR**  
(SIGNATURE & OFFICIAL STAMP)

Date : \_\_\_\_\_ Time : \_\_\_\_\_

**TERMS & CONDITIONS:**

- ✓ **Approval (Signature)** must be obtained from the **Kulliyyah / 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**

<b>ACCEPTED</b>		<b>INITIAL / STAMP</b>
<b>REJECTED</b>	Last Minute / Venue Unavailable / AV Equipment Unavailable / Incomplete Form / Others:	<b>DATE</b>

[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	<b>Students must attach program approval letter from the Respective Authority (K / C / D / I / O / M)</b>
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>		