

BOOKING OF VENUE (INTERNAL USER)



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤَيِّدُ رَيْسُيْتِي إِسْلَامًا أَبَدًا رَيْسُيْتِي مِلَلِيْسِيَا

(Company No.: 198901009802)

Garden of Knowledge and Virtue

OFFICE FOR COMMUNICATION, ADVOCACY AND PROMOTION

International Islamic University Malaysia
Level 2, Kulliyah of Education Building, Jalan Gombak
53100 Kuala Lumpur
Tel: 03-64214157/5890/2818
E-Mail: occmserve@iium.edu.my

REGULATIONS

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 /)	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

I hereby agree with the regulations stated above and accept the responsibility and liability for any loss and damage to the University properties.

Remarks : _____

(Signature & Official Stamp)

APPROVED ☐DISAPPROVED ☐

Remarks : _____

(Signature & Date)

FOR OCAP USE ONLY

VENUE:	APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>
_____ (Signature & Official Stamp)		

Notes:

Upon approval, please fill in separate application form at the respective offices for the following services:

- a) OCAP – AV TEAM (Audio Visual) Ext: 4157
- b) Daya Bersih Sdn. Bhd. (Banquet Equipment/Air-Cond) Ext: 5414
- c) OSeM (Open/Close venue doors) Ext: 5555

*VIP/VVIP - These venues can only be booked if any of the listed attending the event which are:

Royal Members OR Rector and above OR Ambassador OR Secretary-General of Ministry and above AND Member of Parliament or State Assembly (ADUN).