



FACILITIES & SERVICES DEPARTMENT (FSD)

Office of the Campus Director
Finance Department, Office of the Campus Director,
IIUM Kuantan Campus,
Jalan Sultan Ahmad Shah, Bandar Indera Mahkota, 25200 Kuantan,
Pahang Tel: 09-5704000 ext. 4067 / 4264 | E-mail:
rsd.iiumktn@iium.edu.my

VENUE & FACILITIES BOOKING FORM (INTERNAL)

| | | | | |
|--------------------|--------------------|---------|---------------------------------|--|
| Name | | | Staff No / Student Matric No | |
| Contact Details | Mobile No. & Email | Ext No. | K/C/D/I/O/M | |
| | | | | |

| | | | | |
|------------------------|--|------------------------------------|------------|----------|
| Event Title | | Date of Program | Start Date | End Date |
| Organizer | | Preparation (Setup / Rehearsal) | Date | |
| No. of Participants | | | Time | |

| VENUE | |
|---------------------------------------------------------------------------|-----------------------------------------|
| TYPE OF HALL | HOLDING ROOM |
| <input type="checkbox"/> Grand Hall (850 pax) | <input type="checkbox"/> Holding Room 1 |
| <input type="checkbox"/> Banquet Hall (250 pax) | <input type="checkbox"/> Holding Room 3 |
| <input type="checkbox"/> Dining Hall (40 pax) - No AV equipment available | |

| EQUIPMENT | |
|-----------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Microphone (wired) | <input type="checkbox"/> Banquet Chair: ____ / 200 units |
| <input type="checkbox"/> PA System (built-in) | <input type="checkbox"/> Plastic Chair: ____ / 800 units |
| <input type="checkbox"/> 1 Rostrum | |

(✓) Tick the item required.

DECLARATION

By signing below, I/We hereby certify that all information provided is true, complete, and accurate. I/We further confirm that I/We have read, understood, and agree to abide by the Terms and Conditions stated herein, and accept full responsibility for any non-compliance, including liability for any loss of or damage to University property.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">FOR APPLICANT</p> <p style="text-align: center;">..... (Applicant's Signature)</p> <p>Name: _____ Date: _____</p> | <p style="text-align: center;">RECOMMENDATION</p> <p style="text-align: center;">I hereby RECOMMEND / DO NOT RECOMMEND this application.</p> <p style="text-align: center;">..... Dean/ Deputy Dean/ Director / Head of the respective (K/C/D/I/O/M)</p> <p>Official Stamp: _____ Date: _____</p> |
| <p style="text-align: center;">RECOMMENDED BY</p> <p style="text-align: center;">..... Head, Facilities & Services Department IIUM Kuantan</p> <p>Official Stamp: _____ Date: _____</p> | <p style="text-align: center;">APPROVED / NOT APPROVED BY</p> <p style="text-align: center;">..... Director (Administration), Office of the Campus Director, IIUM Kuantan</p> <p>Official Stamp: _____ Date: _____</p> |

TERMS AND CONDITIONS

A. APPLICATION, APPROVAL & PROCESSING

- i. All applications for venue booking must be submitted **at least fourteen (14) days** prior to the programme date and will be processed within **three (3) working days**. For major programmes or events, applications shall be submitted **up to six (6) months in advance** and will be processed within **fourteen (14) working days**.
- ii. Programme approval must be obtained from the **Dean / Deputy Dean / Director / Head** of the respective **K/C/D/I/O/M**.
- iii. For **student programmes**, an **Approval Letter of Student Activities** from the respective **K/C/D/I/O/M** must be attached.
- iv. Venue usage approval is **subject to the authority of OCD and the University**.
- v. Applicants must submit complete **programme details**, including the **Programme Schedule (compulsory)**.
- vi. **FSD reserves the right to decline** any late, incomplete, or non-compliant applications.

B. RESERVATION, CANCELLATION & RESCHEDULING

- i. Please be advised that **FSD reserves the right to cancel any approved reservation should the University need to prioritise official University programmes on the same date, including but not limited to Royal engagements, Federal or State Government official programmes and Rector-level programmes**.
- ii. Any cancellation must be made at least **three (3) working days** prior to the event. Failure to inform may result in future booking restrictions.
- iii. For any postponement or rescheduling, a new application form must be submitted to the FSD Office.

C. VENUE USAGE, CAPACITY & COMPLIANCE

- i. The **Grand Hall** shall be utilised for events with a minimum of **400 participants**, while the **Banquet Hall** requires a minimum of **100 participants**.
- ii. Venue usage is limited strictly to the approved purpose. The University reserves the right to withdraw approval if the event deviates from the approved application.

D. FACILITIES, SETUP & SIGNAGE

- i. No items may be attached, pinned, or glued to walls or venue structures.
- ii. Directional signage from the **Main Entrance** to the venue will be provided by the University.
- iii. Unauthorised changes to venue setup, removal of furniture, or installation of decorations are **strictly prohibited** without prior approval.
- iv. Any additional equipment not stated in the application form shall be the responsibility of the organiser.

E. CATERING, TECHNICAL & OPERATIONAL MATTERS

- i. Catering arrangements are **strongly advised** to engage the University's **approved vendors** to ensure compliance with **Food Safety requirements**. Vendor details may be obtained from the **FSD Team**.
- ii. Organisers must ensure **cleanliness of the venue** during and after use and report any pre-existing faults to **FSD (rsd.iiumktn@iium.edu.my)** prior to usage.
- iii. For venue layout arrangements, organisers may liaise with **Daya Bersih Sdn. Bhd. (DBSB)** (Tel: **09-570 4777 / 09-575 1517**, Email: **kuantan@dayabersih.com**).
- iv. For audio-visual technical matters, organisers shall liaise directly with the **AV Unit, CCD** (Tel: **09-570 4046**, Email: **ccd@iium.edu.my**).
- v. Applicants are advised to **follow up with the FSD Team** one (1) day after submission to check booking status.

F. PROHIBITED ACTIVITIES & SAFETY

The organiser is strictly **not allowed** to:

- i. Unplug, replace, or modify any PC or its arrangement. All equipment must be used **as provided**.
- ii. Conduct unauthorised modifications to the venue or facilities.
- iii. Use hazardous materials, open flames, or carry out activities that may compromise safety.

G. EMERGENCY PROCEDURES

In the event of an emergency (e.g. fire alarm, power failure), all attendees must immediately comply with the University's safety and evacuation procedures.