



OFFICE OF THE RECTOR

Level 4, Muhammad Abdul-Rauf Building, IIUM
Tel: 03-6421 4009/4006 Email: snoraida@iium.edu.my/aeelahtauhid@iium.edu.my

BOOKING OF VENUE

SENATE HALL BANQUET HALL HOLDING ROOM
(Max: 180 pax) (Max: 200 pax)

APPLICANT'S DETAILS

NAME				STAFF NO.	
CONTACT DETAILS	Mobile No.	Ext No.	Fax No.	K/C/D/I/O/M	

EVENT DETAILS

EVENT NAME		DATE OF PROGRAMME	Start Date	End Date
ORGANISER		TIME	Start Time	End Time
NAME OF VIP		NO. OF PARTICIPANTS		
REMARKS	<ul style="list-style-type: none"> Please attach a copy of the invitation letter / programme's itinerary. 			

FOR APPLICANT

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 : _____

RECOMMENDATION

I hereby **RECOMMEND/NOT RECOMMEND** this application.
(Please delete whichever is not applicable.)

.....
DEAN / DIRECTOR / HOD
(Signature & Official Stamp)

Date : _____ Time : _____

TERMS & CONDITIONS:

- Booking **MUST** be made at least five (5) days, prior to the programme's date;
- Late submission (less than 5 days before the date of the programme) or incomplete booking form **WILL NOT BE ENTERTAINED**;
- It is **COMPULSORY** to get Dean/Director/HOD's recommendation (signature & official stamp) prior to form submission;
- Office of the Rector reserves the right to cancel any booking if there is any President's/Rector's programme held on the same day;
- A new form **MUST** be submitted for any changes of the programme's date;
- All equipment and furniture in the room shall **NOT** be re-arranged;
- Refreshment is **NOT** allowed to be served outside the foyer area;
- Please follow-up with Office of the Rector, ext: 4009/4006, one (1) day after form submission;
- Please contact Office of Security Management (OSeM), ext: 5555 for opening and closing of the room & OCAP for AV facilities.

FOR OFFICE OF THE RECTOR USE ONLY

Availability of Venue	Checked by :	Approved / Not Approved
Senate Hall <input type="checkbox"/>		
Banquet Hall <input type="checkbox"/>		
Holding Room <input type="checkbox"/>		
	Signature & Official Stamp	Date :