

OFFICE OF THE RECTOR

Level 4, Muhammad Abdul-Rauf (MAR) Building
Tel: 03-6421 4006/4009 Email: aqeelahtauhid@iium.edu.my / snoraida@iium.edu.my

BOOKING OF VENUE

SENATE HALL ☐
(Max: 135 pax)

BANQUET HALL ☐
(Max: 160 pax)

HOLDING ROOM ☐
(Max: 16 pax)

APPLICANT'S DETAILS

NAME			STAFF NO.	
EXT NO.	MOBILE NO.	EMAIL	K/C/D/I/O/M	

EVENT'S DETAILS

EVENT NAME	DATE	Start date	End date
ORGANISER	TIME	Start time	End time
NAME OF VIP	NO. OF PARTICIPANTS		

Please attach a copy of the invitation letter / programme's itenary.

TERMS AND CONDITIONS	FOR APPLICANT
<ol style="list-style-type: none"> Bookings MUST be made at least five (5) working days, prior to the programme date. Late submission (less than 5 working days before the programme date) or incomplete booking form WILL NOT BE ACCEPTED. It is COMPULSORY to obtain Dean/Director/HOD's recommendation (signature & official stamp) prior to submitting the form. The Office of the Rector reserves the right to cancel any bookings if the President's/Rector's programme is scheduled on the same day. A new form MUST be submitted for any changes to the programme date. All equipment and furniture in the room shall NOT be rearranged. Refreshments are not allowed to be served outside the foyer area. Please follow-up with Office of the Rector, (ext: 4006/4009), one (1) day after form submission. For specific arrangements, please contact: <ul style="list-style-type: none"> OSeM ext: 5555 for opening and closing of the hall OCAP ext: 4157 for AV facilities booking Daya Bersih (DBSB) ext: 5415 for airocnd and table arnagements ITD ext: 6666 for IT assistance. Cooking activities and the use of LPG are STRICTLY PROHIBITED inside the IIUM Banquet Hall (Level 5, MAR Building). This ensures safety and compliance with OSHA 1994, UBBL 1984 and Fire Services Act. Violations may result in event cancellation, penalties and disciplinary action. 	<p>I hereby agree to accept responsibility and liability for maintaining cleanliness, any loss or damage to the University's property and for any breach of IIUM's Rules & Regulations.</p> <p>..... (Signature Person-in-charge)</p> <p>Date : Time :</p>
	RECOMMENDATION
	<p>I hereby RECOMMEND/NOT RECOMMEND this application. (Please delete whichever is not applicable.)</p> <p>..... DEAN / DIRECTOR / HOD (Signature & Official Stamp)</p> <p>Date : Time :</p>

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 :