الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA Garden of Knowledge and Virtue — LEADING THE WAY KHALÎFAH • AMÂNAH • IQRA' • RAHMATAN LIL-ÂLAMÎN — AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY	**VERSION NO:02** **REVISION NO:02**
KULLIYYAH OF ARCHITECTURE AND ENVIRONMENTAL DESIGN **FORM: FORM REQUEST USAGE PREMISE (J01)**	**EFFECTIVE DATE: 26/10/2021**

PART A: APPLICANT DETAIL

Name: _____

Staff / Matric No.: _____ *Contact No.:* _____

Department: _____ *Course Subject:* _____

Purpose: _____

_____

Workshop/Lab: _____

Date of event: *From:* ____/____/____ *To:* ____/____/____

Time of Event: *From:* _____ *am* *To:* _____ *pm* ****Normal hours usage*

From: _____ *am/pm* *To:* _____ *am/pm* ****Overtime usage*

Method of work: _____

Note from P.I.C: ……..……..

PART B: ACKNOWLEDGED

- ***The Applicant must discussed date** of to use the premise with person in charge.*
- *The Application for booking must reach the workshop / lab at least within **3 days working** prior to the date requested.*
- *All report must be in writing if damage or lost of equipment.*
- *The Applicant is liable for any loss or damage cause*
- *Recommended for overtime usage must be obtained from Deputy Director and Head of Department.*

REQUESTED BY THE APPLICANT:	*VERIFIED BY SUPERVISOR / LECTURER:*
_____ ***(Signature)*** Date:	_____ ***(Signature & Stamp)*** Date: Remark:

PART C: OFFICE USE ONLY

CONFIRMED BY SENIOR ASST. ENGINEER	*APPROVED BY HEAD OF DEPARTMENT*
_____ _____ ***(Signature & Stamp)*** Date: Remark	_____ ***(Signature & Stamp)*** Date: Remark: