



**LEADING THE WAY**  
KHALIFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

VERSION NO : 01

REVISION NO: 02



**KULLIYAH OF ARCHITECTURE AND ENVIRONMENTAL DESIGN**

**EFFECTIVE DATE:**  
**8/3/2023**

**BOOKING USAGE OF PREMISE (J04 - IIUM) – KAED HERITAGE LEARNING CENTRE (RUMAH PERAK AND LAMAN KAED)**

**Part A: Applicant's Information**

Name : \_\_\_\_\_ Date : \_\_\_\_\_  
 Matric/ Staff No. : \_\_\_\_\_ Email : \_\_\_\_\_  
 Kull/Dept/Soc/Organization : \_\_\_\_\_ Contact No. : \_\_\_\_\_  
 Event/Programme : \_\_\_\_\_  
 Organizer : \_\_\_\_\_

Premise	Purpose	Rate	Please (/)	Date of Event		Time	
				From	To	From	To
Rumah Perak and Laman Rumah Perak	Rental of space Activities/Programme e.g. Wedding/Family Day etc	RM1000/day (IIUM)					
	Video shooting / Photography session	RM100/hour (IIUM)					
Laman Rumah Perak (only)	Rental of space	RM500/day (IIUM)					
Laman KAED	Rental of space Activities/Programme Birthday celebration/Reunion etc.	RM200/day (IIUM)					

**Part B: Terms and Conditions**

1. The application for booking should reach at the Corporate Office within 2 weeks prior to the date requested.
2. All report must be in writing should there is damaged or loss of equipment at the premise rented.
3. Security deposit of 10% of the publish rate (refundable) will be charged to maintain cleanliness of the venue.
4. The applicant is liable for any loss or damage cause

Applicant : \_\_\_\_\_ Date : \_\_\_\_\_  
 Signature \_\_\_\_\_

Verification from  
**Person In-Charge**  
 Signature and Official Stamp:

Approval by  
**Head of Corporate Office**  
 Signature and Official Stamp:

**Payment should be made directly through Bank Muamalat Malaysia Berhad (BMMB)**  
**Account No.: 1407000004716 (IIUM Operating Account)**  
**Copy of the payment slip should be submitted with application form**