



LEADING THE WAY
KHALIFAH • AMĀNAH • IQRĀ' • RAHMATAN LIL-ĀLĀMĪN



VERSION NO : 01

REVISION NO : 03

AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

KULLIYAH OF ARCHITECTURE AND ENVIRONMENTAL DESIGN

**EFFECTIVE DATE:
01/12/2022**

BOOKING OF VENUE AND EQUIPMENTS (FOR INTERNAL)

Applicant's Information

| | | | | | |
|-------------------|---|-------|-------------|---|-------|
| Name | : | _____ | Date | : | _____ |
| Matric/ Staff No. | : | _____ | Email | : | _____ |
| Kull/Dept/Soc | : | _____ | Contact No. | : | _____ |
| Event/Programme | : | _____ | | | |
| Organizer | : | _____ | | | |

| Venue | Equipment (Existing in the venue) | Location <i>Please (✓)</i> | Date of Event | | Time | |
|-------------------------|--------------------------------------|-------------------------------|---------------|----|------|----|
| | | | From | To | From | To |
| Auditorium | Projector/ Screen/ PC/ PA System | | | | | |
| Briefing Room | Projector/ Screen/ PC/ PA System | | | | | |
| Lecture Theatre (1 - 4) | Projector/ Screen/ PC | | | | | |
| Seminar Room (1 - 8) | Projector/ Screen/ PC | | | | | |
| Tutorial Room (1 - 15) | - | | | | | |
| Lecture Room (1 - 5) | - | | | | | |
| Gallery | - | | | | | |
| Courtyard | - | | | | | |
| LA Gallery | - | | | | | |
| KAED Staff Lounge | - | | | | | |
| Heritage Lab | | | | | | |

Additional Equipment

| IT Equipment | Qty | S/N* | AV Equipment | Qty | S/N* | Others | Qty | S/N* |
|-------------------------|-----|------|------------------------|-----|------|---------------------|-----|------|
| Portable LCD Projector | | | PA System | | | Portable Partition | | |
| Portable Screen | | | Portable PA System | | | Partition (Gallery) | | |
| HDMI Cable/ Adapter | | | Microphone (wired) | | | Straw/Plastic Mat | | |
| Web Camera | | | Mic Stand | | | Others: | | |
| Zoom Access (For Event) | | | Television (For Event) | | | | | |
| Others: | | | Others: | | | | | |

Signature : _____

Date : _____

| Verification from Person In-Charge | Recommendation from Head of Department/ ICT Coordinator | Approval by Head of Corporate Office/ Academic Officer |
|---------------------------------------|--|---|
| Signature and Official Stamp: | Signature and Official Stamp: | Signature and Official Stamp: |

Terms and Condition

- A completed form must be submitted via hardcopy to the KAED Office, Level 2;-
- i. 14 days before the event/programme (KAED Gallery)
 - ii. 3 days before the event/programme/meeting/class (others venue)



LEADING THE WAY
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VERSION NO : 01

REVISION NO : 02

AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

**KULLIYAH OF ARCHITECTURE AND ENVIRONMENTAL DESIGN
EQUIPMENT LOAN AGREEMENT**

**EFFECTIVE DATE:
01/12/2022**

I (Full name)(Staff / Student ID)
.....(Phone No) wishes to borrow equipment from (Lab / Workshop / IT Centre)
from (Date) to (Date) and agree to the following terms and conditions:

- i. To be financially responsible for the equipment if it is lost, stolen, damaged or destroyed.
- ii. To immediately replace/repair the equipment if it is lost, stolen damaged or destroyed without waiting for the end of semester.
- iii. To take reasonable measure to prevent abuse on the equipment and not lend it to third party.
- iv. To guarantee the equipment is safe within the time frame stipulated.

The following item(s) that to be borrowed are as follows:

| No | Equipment | Serial No. | Quantity |
|----|-----------|------------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

| Customer's Acknowledgement | For Office Use Only (Person In-Charge): | | |
|--|---|---|--|
| I hereby acknowledge received the item(s) in good working condition and will be responsible for the defect or loss of the item(s). | Date Taken: | : | |
| | Date Return: | : | |
| Signature: Matric No./ Staff No. | Signature and Official Stamp: | | |

