

 الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA بونينغى الاسلامى ماليزيا Garden of Knowledge and Virtue LEADING THE WAY KHALIFAH · AMĀNAH · IQRA' · RAHMATAN LIL-ĀLAMĪN   AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY	VERSION NO:02 REVISION NO:02
	KULLIYAH OF ARCHITECTURE AND ENVIRONMENTAL DESIGN FORM: FORM REQUEST USAGE PREMISE (J01)

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: _____