

**BOOKING OF VENUE**

**MAHALLAH ZAID BIN HARITHAH**  
 International Islamic University Malaysia,  
 Pagoh Campus  
 Pagoh Edu Hub, Km1, Jalan Panchor,  
 84600, Pagoh, Muar  
 Tel: 06-974 1100  
 E-Mail: [mahallahpagoh@iium.edu.my](mailto:mahallahpagoh@iium.edu.my)

**REGULATIONS**

1. All applications for booking made at least 10 working days prior to the date of event.
2. Approval of programme must be obtained from the Dean/ Deputy Dean/Director/ Head of the respective K/C/D/I.
3. For student's programme, Approval Letter of Student Activities from each K/C/D/I must be attached.
4. Applicant must ensure the cleanliness of the venue and safety of its facilities at all time.
5. Any catering services consumed at the IIUM venues must be obtained/ordered from the in-house food operator or a University's approved caterer.
6. Outside caterers are not permitted without the Mahallah Office concern. Polystyrene are strictly not allowed on campus.

**APPLICANT'S INFORMATION**

DATE:	MATRIC/STAFF NO:	EMAIL:
NAME:	CONTACT NUMBER:	FAX:
KULL/DEPT/SOC:	NO. OF PARTICIPANTS:	
EVENT/PROGRAM:		
ORGANIZER:		

**EVENT DETAIL**

VENUE (PLEASE TICK / )	EVENT DATE		EVENT TIME	
	FROM	TO	FROM	TO
STUDENT ACTIVITY ROOM 1				
STUDENT ACTIVITY ROOM 2				
MAHALLAH CAFETERIA				
MAHALLAH MUSOLLA				
SICK BAY				
OTHERS:				
* PLEASE INCLUDE REHEARSAL DETAILS (IF ANY)				

**APPROVAL FROM (PROGRAMME)**

DEAN/ D.DEAN/ DIRECTOR/ HEAD OF K/C/D/I / PRINCIPAL/ FELLOW / ADVISOR

PROGRAMME: Approved  Disapproved

Remarks: \_\_\_\_\_

\_\_\_\_\_  
 (Name, Signature & Official Stamp)

**APPLICANT SIGNATURE**

I hereby agree with the regulations stated above and accept the responsibility and liability for any loss and damage to the University properties.

Remarks : \_\_\_\_\_

\_\_\_\_\_  
 (Signature & Date)

**FOR MAHALLAH OFFICE USE ONLY (VENUE APPROVAL)**

VENUE: APPROVED  DISAPPROVED

\_\_\_\_\_  
 (Signature & Official Stamp)

**Note:**

Upon approval, please fill in separate application form at the respective offices of the following services:

- a) IT Unit
- b) Daya Bersih (Banquet Equipment/Air-Cond)
- c) Security (Open/Close venue's door) Tel: 06-9741122