



KULLIYAH OF EDUCATION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
Tel: 03-6421 3566 /5325

BOOKING OF AUDIO-VISUAL EQUIPMENT

CUSTOMER INFORMATION

DATE:	MATRIC / STAFF NO. :
NAME :	CONTACT NO.:
KULL / DEPT. :	NO. OF PARTICIPANTS :
EVENT / PROGRAMME :	
ORGANIZER :	

EVENT DETAIL

VENUE:	EVENT DATE		EVENT TIME	
	FROM	TO	FROM	TO
ORGANIZER:				

AUDIO VISUAL EQUIPMENT

NO	EQUIPMENT	QUANTITY	NO	EQUIPMENT	QUANTITY
1			5		
2			6		
3			7		
4			8		

NON-AUDIO-VISUAL EQUIPMENT

NO	EQUIPMENT	QUANTITY	NO	EQUIPMENT	QUANTITY
1			3		
2			4		

FOR APPLICANT		FOR RECOMMEND	
I hereby agree to accept responsibility and liability for any loss or damage to the University's properties and for any breach of IIUM's Rule and Regulations (Signature Person-in-charge)		I hereby RECOMMEND this application. (Please delete whichever is not applicable) DIRECTOR/HEAD OF DEPARMENT/ASSISTANT DIRECTOR (SIGNATURE & OFFICIAL STAMP)	
Date:	Time:	Date:	Time:
FOR DEAN OFFICE USE ONLY			
APPROVED		NOT APPROVED	

KOED Guidelines for Booking Venues and Audio-Visual

1. Bookings must be made 5 working days before the event date.
2. Bookings without a proposal/approval letter from university authority will not be accepted.
3. The applicant must always maintain cleanliness of the venue and compound.
4. Late or incomplete applications (e.g., missing signature and official stamp on booking form) will not be accepted.
5. A rental fee will be charged for the following programme:
 - a. IIUM staff/students: Business-oriented programme (fee applies)
 - b. non-IIUM programmes (run by third parties).
6. Person in charge of booking:

a)	Students' activities-based Programmes	: Sr. Nasimah
b)	Academic based programme	: Mdm. Rafidah
c)	External IIUM pogrammes	: Br. Naim
d)	Audio Visual	: Br. Naim