



KULLIYAH OF EDUCATION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
Tel: 03-6421 5329 /5325

BOOKING OF VENUE FOR INTERNAL USER

CUSTOMER INFORMATION

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

VENUE DETAIL

VENUE PLEASE TICK (/)	Date		Time	
	From	To	From	To
LECTURE THEATER 1				
LECTURE THEATER 2				
LECTURE THEATER 3				
LECTURE THEATER 4				
EDU FOYER				
EDU SQUARE				
SCHOOL ZONE				

FOR APPLICANT 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) Date: Time:	FOR RECOMMEND I hereby RECOMMEND this application. (Please delete whichever is not applicable) DIRECTOR/HEAD OF DEPARMENT/ASSISTANT DIRECTOR (SIGNATURE & OFFICIAL STAMP) Date: Time:
FOR ACADEMIC 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 programmes	: Br. Naim
d) Audio Visual	: Br. Naim