



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

BOOKING OF VENUE FOR EXTERNAL USER

CUSTOMER INFORMATION



DATE :	NRIC:
NAME :	CONTACT NO.:
EMAIL:	NO. OF PARTICIPANTS :
EVENT / PROGRAMME :	
COMPANY/ORGANIZATION:	

VENUE DETAILS

*Please tick (/) in the appropriate box

Type of Programme*: Seminar() Gathering () Talk() Other : _____

Event Date	From:		To:	
Event Time	From:		To:	
Rehearsal Date	From:		To:	
Rehearsal Time	From:		To:	
Venue: Please tick (/) in the appropriate box				
LECTURE THEATER (80pax) (RM600.00) Per 8 Hours				
EDU FOYER (Open Space) (RM200.00) per 8 hours				
EDU SQUARE (Open Space) (RM150.00) per 8 hours				
CLASSROOM (35pax) (RM350.00) per 8 hours				
COMPUTER LAB (20pax) (RM250.00) per 8 hours				

DECLARATION

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 DEAN'S 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