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KULLIYAH OF SCIENCE
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
 Jalan Sultan Ahmad Shah
 Bandar Indera Mahkota
 25200 Kuantan Pahang
 Tel: 09 - 571 6400 ext: 5015 Fax: 09 - 571 6781

BOOKING OF VENUE
 APPLICANT'S INFORMATION

NAME	
CONTACT NO/ HANDPHONE NO	
STAFF NO / MATRIC NO	
KULL / DEPT/ ORGZ / SOCIETY	

PARTICULARS

PROGRAMME / CLASS		COURSE CODE	
REQUESTED VENUE			
TOTAL NO. OF STUDENT			
DATE OF PROGRAMME / CLASS			
TIME OF PROGRAMME / CLASS	FROM		UNTIL

RULES AND REGULATIONS

Applicant should adhere to the following rules and regulations.

- Application for booking must be made at least:
 - 2 working days for booking of classroom/ replacement of class
 - 5 working days for student activities/programme
- Application for student's programme, the following documents must be attached:
 - approval letter of student activities
 - program tentative
 - Event Facilities Request Form
- Ensure the cleanliness of the venue and its compound at all time;
- Ensure all equipment used or rented are returned in good condition. Applicants are liable for any loss or damage caused;
- No activity that is against the Islamic teachings is allowed;
- The Kulliyah has the right to add, modify or change the terms and condition stated above from time to time
- The Kulliyah has the right to revoke this offer if APPLICANTS does not comply with any of the terms and conditions stated above

I hereby agreed to the above rules/regulations. The Kulliyah of Science has the right to reject my application without any reason whatsoever.

Requested by: _____

Recommended by, _____

Applicant's signature _____

Lecturer / Student Advisor
 (SIGNATURE & OFFICIAL STAMP)

Name: _____

Name: _____

Date: _____

Date: _____

FOR OFFICE USE ONLY

APPROVED

DISAPPROVED

APPROVED VENUE : _____

Venue Manager/Officer in Charge
 (SIGNATURE & OFFICIAL STAMP)
 Date: _____