

# BOOKING OF VENUE

**Residential Management Unit (RMU)**  
**Mahallah Zaid bin Harithah**  
**International Islamic University Malaysia**  
Pagoh Edu Hub, KM 1 Jalan Panchor  
84600 Pagoh, Johor  
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## REGULATIONS

1. All booking applications must be made at least 3 working days prior date of the event.
2. Please attach the Approval Letter of your program with this form
3. All bookings must obtain recommendation from program advisor.
4. Late applications, applications without the Approval Letter or applications without proper approval will not be entertained.
5. Applicant must ensure the cleanliness and safety of the venue Before and after the event.
6. Outside caterers are not permitted without the RMU concern.

## APPLICANT'S INFORMATION

Name:	Matric/Staff No.:
Date:	Contact No.:
Dept./Soc.:	No. of Participants:
Event/Program Name:	
Organizer:	

## EVENT DETAILS

VENUE	TICK (v)	Date		Time	
		From	To	From	To
STUDENT ACTIVITY ROOM 1					
STUDENT ACTIVITY ROOM 2					
MAHALLAH CAFETERIA					
MAHALLAH MUSOLLA					
SICK BAY					
OTHERS (Please specify):					

## APPLICANT'S SIGNATURE

## RECOMMENDATION (Program Advisor)

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

Recommended ☐ Not Recommended ☐

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

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

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

## FOR RESIDENTIAL MANAGEMENT UNIT'S USE

Approved ☐

Not Approve ☐

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

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

**Note:**  
Upon approval, please send one (1) copy of this booking venue form to OSeM for their notification.