



BOOKING OF VENUE FORM

KULLIYAH OF SUSTAINABLE TOURISM AND CONTEMPORARY LANGUAGES (KSTCL)
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA,
PAGOH EDU HUB, KM1, JALAN PANCHOR
84600 MUAR, JOHOR DARUL TAKZIM
TEL: 06-974 2613
EMAIL: klmacademicaffairs@iium.edu.my

APPLICANT'S INFORMATION

Name		Staff / Matric No.	
Contact No.		Kuliyah/Dept./ Etc.	
Email			

PROGRAMME DETAILS

Type of Booking	1)Kuliyah / COCU Class <input type="checkbox"/>		2) Other Programme <input type="checkbox"/>	
Class/Programme's Name	Venue	Date & Day	Time Start	Time End

1) Internal User (KSTCL)

2) External User (Others)

I hereby agree to undertake that I will ensure that the equipment (s) is/are in good condition. I agree to pay in cash in the event for any lost or damage.

I hereby APPROVED / DISAPPROVED this application.
(Please delete whichever is not applicable)

.....
(Signature)

.....
OFFICER'S SIGNATURE & STAMP

Name:

Name:

Date: Time:

Date: Time:

RULES AND REGULATIONS

1. All applications should be submitted to KSTCL at least **three (3) days** prior to the date of the programme.
2. The activities to be carried out shall be appropriate to the venue and pose no potential hazard to the University community. Users shall ensure the activities are conducted safely.
3. Users are responsible for **reinstating the facility to its original condition immediately** after use.
4. Do not create excessive noise that may affect the normal activities on campus or cause nuisance to others.
5. Smoking and gambling in any form are prohibited in all venues.
6. Users should **keep the venue in good condition** and behave properly, as they will be **held responsible for any damages or losses** during the period in use.
Claims/Charges for repairs or replacement will be charged if the venue and facilities around the venue damaged or removed.
7. Kindly **ENSURE that the cleanliness** of the venue is maintained.
8. It is **not permitted to take chairs, tables or any type of furniture** from other venues.