



**APPLICATION FOR ROOM BOOKING AT THE INSTITUTE OF GRADUATE STUDIES
UNIVERSITY OF MALAYA**

SECTION A: ORGANISER DETAILS			
Name:			
Status (Please tick (√)):	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Non UM
Email address:		Telephone No:	
Department /Office Name & Address:			
<i>Please enclose with this form the following documents:</i>			<i>Applicant Verification [Tick (√)]</i>
1. <i>Project Proposal</i>			
2. <i>Letter of Approval from Students Affair & Alumni Division (for UM students)</i>			

SECTION B: EVENT DETAILS & ROOM REQUIREMENTS			
Event Name:			
Event Type:		No. of People:	
Date of Event :		Setup time:	
Time of Event:	Start:		End:
Are you serving food and/or beverages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Room layout required / set-up styles:			
Other requirements:			
Signature:		Date:	

SECTION C: CONFIRMATION / APPROVAL			
Booking processed by:		Date:	
Type of rooms:	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Seminar Room A & B	<input type="checkbox"/> Anggerik Room
	<input type="checkbox"/> Azalea Room	<input type="checkbox"/> Cube 1 or Cube 2 Room	<input type="checkbox"/> Jasmin or Akasia Room
Approved by:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (<i>reason</i>)		
Signature & Stamp		Date:	

1. **TERMS AND CONDITIONS OF BOOKING:**

- (1) Form must be **fully** completed before it can be processed. Booking/s must be made **at least 14 working days prior to event.**
- (2) Rooms will be allocated according to availability.
- (3) The IGS will contact you within three working days (Monday-Friday) of submission to confirm your booking via email.
- (4) If you wish to cancel a booking, please inform the IGS either by calling (03-79674440) or email to abdmalik17@um.edu.my as soon as possible, or **at least 7 working days before** the date of event (whichever comes first). Failure to do this may affect your future bookings.
- (5) The IGS requires **full payment** upon confirmation and please provide the proof of payment to us at least **7 working days before the function.** Please be advised that all payments received are non-refundable and non-transferable.
- (6) Any additional time and period required for preparation or for the use of the space shall affect the rate of payment charged.

Below are our banking details:

Name of Payee: Bursar, University of Malaya
Account No.: 8001279998
Bank details: CIMB Bank Berhad
Type of Payment: EFT/Cheque

2. **PLEASE NOTE THAT BY BOOKING THE ROOMS, YOU ARE AGREEING TO THE FOLLOWING:**

- (1) To ensure all private and confidential information is taken with you when you leave.
- (2) To rearrange the room back to how you found it when you arrived.
- (3) To ensure you leave the room clean and tidy as you would expect to find it.
- (4) Report any problems with the equipment so that they can be rectified as soon as possible.
- (5) Always ask to be shown how to use the audio visual equipment if you are unsure how to operate it.
- (6) Report any accidental spillages or damages straight away to a member of the IGS staff.
- (7) Failure to agree and act to the T&C of booking may affect future bookings