



(FACILITY BOOKING FORM/ FBE FACILITY)

A. APPLICANT INFORMATION

Name : _____
Association/Department : _____
Position : _____
Student/Staff ID No. : _____
Mobile Phone No. : _____
Email : _____

B. USAGE DETAIL

(Registered Association/Club activities must be accompanied by an approval letter to conduct the activity)

Purpose/Programme : _____
Programme/Activity Date : _____

Date	Time	Required Room(s)

C. ADDITIONAL USAGE INFORMATION

ADDITIONAL NOTES

REQUIRED TECHNICAL EQUIPMENT:

P.A System

LCD Projector

Microphone

Chair: ___ Units

Banquet Tables: ___ Units

Round Tables: ___ Units

Other Equipment:

Terms and Conditions of Use:

- 1. The applicant is responsible for all equipment provided in the room and must maintain cleanliness in all areas used.*
- 2. The faculty reserves the right to claim damages for any destruction, damage, or loss of equipment or space used by the user.*
- 3. Users are not allowed to add or remove any existing technical equipment in the room without prior approval from the faculty.*
- 4. Applications can be canceled by the faculty if the program or activity deviates from the original purpose of the application, violates any University of Malaya Rules and Regulations, or for other reasonable reasons determined by the faculty.*

D. FOR OFFICE USE

Approved

Approve and Sign by:

Not Approved

Date:

Notes: _____
