

Lab Management Unit, Faculty of Computing, Universiti Teknologi Malaysia

RESERVATION FORM FOR COURSE/WORKSHOP/SEMINAR

APPLICAT INFORMATION	DN .
Name	:
Position	: (STAFF / STUDENT / STUDENT ASSOCIATION / COMPANY)
Organization Name	:
Organization Address	:
Telephone number	: Office :Handphone:
E-mail	:
RESERAVATION INFOR	MATION
Purpose	: Course
Nama Program	:
Date (start)	: Date (end) :
Time (start)	: Time (end) :
Number of	:
participants	
SOFTWARE AND HARI	DWARE NEEDED
Hardware (Please tick)	Software (please state)
☐ Computer	
☐ LCD Projector	
☐ PA Sistem	

APPROVAL (LAB MANAGER)									
Results :	Approved Reject Reason:								
	Azlan bin Mohd Zain)								
ACTION (CUSTOMER SERVICE UNIT)									
Mr. Johari Mr. Ibrahim Mrs. Zanariah	013-3858040 / 07-5532485 013-7236227 / 07-5538748 019-7591076 / 07-5538792								
PAYMENT *									
Fee required No Fee required RM: * Payment must be made to Customer Service Unit (at least 3 days before the course/workshop begin)									
VENUE									
Venue Technician	:								
ACTION (TECHNICIAN) **									
Note	:								
Signature	:								

^{**} Form must be handed over to the customer unit for duty claims.

Attachment: Facility Rentals - Terms and Conditions

No. of participant	Organisation	Lab			Technician		
		(Full-day)		(Half-day)	(Monday-Friday)	(Saturday&Sunday)	(Public holiday)
		(8am-5pm)	Extra-time (RM50 per hour)	≤4hours			
>30	Outside UTM	RM500.00	RM500.00++	RM250.00	RM10.00	RM15.00	RM20.00
	UTIM Staff	RM350.00	RM350.00++	RM150.00	RM10.00	RM15.00	RM20.00
	UTM Student (with approval letter from HEP)	RM200.00	RM200.00++	RM100.00	RM10.00	RM15.00	RM20.00
	Faculty Staff/Student	RM200.00	RM200.00++	RM100.00	-	RM15.00	RM20.00
≤30	Outside UTM	RM450.00	RM450.00++	RM200.00	RM10.00	RM15.00	RM20.00
	UTM Staff	RM300.00	RM300.00++	RM100.00	RM10.00	RM15.00	RM20.00
	UTM Student (with approval letter from HEP)	RM150.00	RM150.00++	RM75.00	RM10.00	RM15.00	RM20.00
	Faculty Staff/Student	RM150.00	RM150.00++	RM75.00	-	RM15.00	RM20.00