

LAB/SEMINAR HALL/LECTURE ROOM RESERVATION FORM

APPLICANT DETAILS

Name : _____

Category : UTM Staff / UTM Centre or Institute / UTM Student
Student Association / Private Company / Government Agency / NGO /
Other (Please Specify) : _____

Organization Name : _____

Organization Address : _____

Phone Number : Handphone : _____
Office/Home : _____

E-mail : _____

RESERVATION DETAILS

Venue Required : Computer Lab / Seminar Hall / Lecture Room

Purpose : Workshop / Class / Other (Please Specify): _____

Programme Name : _____

Start : Date: _____ Time: _____

End : Date: _____ Time: _____

Number of Participants : _____

Fee/Participant (RM) : _____

REQUIREMENT

Hardware required : Computer / PA System / LCD Projector
Other (Please Specify) : _____

Software required
(Please Specify) : _____

Other requirements
(Please Specify) : _____

APPROVAL

Result : Approve
 Reject (Specify Reason) : _____

Approved Venue : _____

Rental Fee : Required (Please Specify): _____
 Not Required

Technician Charge : Required (Please Specify): _____
 Not Required

Technician/PAP
In-charge : Name : _____
Phone : _____

Note to
Technician/PAP : _____

Pn.Murni Hariyanti binti Muslim
Assistant Registrar
Faculty of Computing
Phone: (HP) 016-7980029 (Off) 07-5538817
Email: sp-murni@utm.my

Dr. Mohd. Fo'ad bin Rohani
Manager Facilities
Faculty of Computing
Phone: (HP) 012-7549242 (Off) 07-55 32374
Email: foad@utm.my

Booking and Payment Notes:

1. Please fill and submit **TWO (2)** copies of the reservation form at least **THREE (3)** days before event to:

Pn. Murni Hariyanti binti Muslim

Assistant Registrar

Phone: (HP) 016-7980029 (Office) 07-5538817

Email: sp-murni@utm.my

2. 50% of the rental fee must be paid as soon as approval notification is received by the applicant (as non-refundable deposit) while another 50% must be paid **TWO (2)** days before the event. Rental fee must be paid to the following account:

Account number : 8006053536

Account holder : Bendahari Universiti Teknologi Malaysia

Bank : CIMB (UTM Branch)

Cheque or Wang Pos address to:

Puan. Murni Hariyanti binti Muslim

Penolong Pendaftar, Fakulti Komputeran

Universiti Teknologi Malaysia, 81310 UTM, Johor Bahru, Johor.

For the Electronic Fund Transfer, Please email the payment slip to:

Encik Mohd. Amiludin bin Mohd. Idris

Bahagian Kewangan, Fakulti Komputeran

Universiti Teknologi Malaysia, 81310 UTM, Johor Bahru, Johor

Tel: 07-5538824, Faks: 07-5538822

Email: amiludin@utm.my

CC: sp-murni@utm.my

3. Technician charges have to be paid by cash on the event day.
4. Deposit of cleaning charge will imposed:

Less 100 pax : RM 200.00

More 100 pax : RM 300.00

5. Direction signage charge is RM 100 (upon request)

FACILITY RENTAL RATES 2017
FACULTY OF COMPUTING, UNIVERSITI TEKNOLOGI MALAYSIA

Organization	COMPUTER LAB		MAIN SEMINAR HALL		TECHNICIAN/HOUR		
	Full Day 8am-5pm	Half Day 4 Hours	Full Day 8am-5pm	Half Day 4 Hours	Weekdays Sun-Thu	Weekend Fri-Sat	Public Holiday
- Private company	RM700	RM350	RM600	RM400	-	RM20	RM25
-Government agency -UTM staff/UTM centre or institute/ NGO with income generation programmes	RM500	RM350	RM600	RM350	-	RM20	RM25
-Student/student society with income generation programmes	RM400	RM200	RM400	RM200	-	RM20	RM25
-Student/student society with letter from HEP with income generation programmes -NGO with community service programmes	RM200	RM100	RM200	RM100	-	RM20	RM25
-UTM staff/UTM centre or institute/ student with community service programmes	-	-	-	-	-	RM20	RM25

FACILITY RENTAL RATES 2017
FACULTY OF COMPUTING, UNIVERSITI TEKNOLOGI MALAYSIA

Organization	30 PAX		60 PAX		BILIK PERBINCANGAN UTAMA		TECHNICIAN (PAP)/HOUR		
	Full Day 8am-5pm	Half Day 4 Hours	Full Day 8am-5pm	Half Day 4 Hours	Full Day 8am-5pm	Half Day 4 Hours	Weekdays Sun-Thu	Weekend Fri-Sat	Public Holiday
- Private company	RM300	RM200	RM600	RM300	RM300	RM200	-	RM15	RM20
-Government agency -UTM staff/UTM centre or institute/ NGO with income generation programmes	RM300	RM200	RM500 RM450	RM300 RM200	RM300	RM200	-	RM15	RM20
-Student/student society with income generation programmes -Student/student society with letter from HEP with income generation programmes -NGO with community service programmes	-	RM100	RM50	RM200	-	RM100	-	RM15	RM20
-UTM staff/UTM centre or institute/ student with community service programmes	-	-	-	-	-	-	-	RM15	RM20

Additional Hour Rates:

Computer Lab: RM60

Main Seminar Hall: RM 70