

Sekolah Komputeran

Fakulti Kejuruteraan

Universiti Teknologi Malaysia

81310 UTM Johor Bahru

**LAB/SEMINAR HALL/LECTURE ROOM RESENATION/RENTAL FORM**

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| **APPLICANT DETAILS** |
| Name |  |
| Category | UTM Staff /UTM Centre or Institute / UTM Student / Student Association / Private Company /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 : |
| Numbers of Participants |  |
| Fee/Participant (RM) |  |
| **Internet Required** |  |
| **Hardware Required** |  |
| **Software Required** |  |
| Other Requirements |  |
| **FOR OFFICE USE ONLY** |
| Result | Approved / Rejected *(Reason)* : |
| Venue |  |
| Rental Fee |  |
| Technician / PO Incharge |  |

**Tandatangan Pemohon: Diterima oleh:**

**Cop Syarikat/Institusi MOHD HUZA BIN GONO**

 Senior Assistant Administrative

 School of Computing

 Faculty of Engineering

**Booking and Payment Notes:**

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

**MOHD HUZA BIN GONO**

Senior Administrative Assistant

Phone : (H/P) 013-7526967 (Off) 07-5538775

Email : mohdhuza@utm.my

1. 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 Holder Bank : **Bendahari Universiti Teknologi Malaysia**

Account Number : **800 605 353 6**

Bank : **CIMB (UTM Branch)**

 Payment by cheque or postal order please address to:

 **DR. MOHD FO’AD BIN ROHANI**

Associate Chair (Facility)

 School of Computing

 Faculty of Engineering

 Universit Teknologi Malaysia

 81310 UTM, Johor Bahru.

 Phone : (H/p) 012-7549242, (Off) 07-5538771

 Email : foad@utm.my

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

 **MOHD AMILUDIN BIN MOHD IDRIS**

Finance Division

 School of Computing

 Faculty of Engineering

 Universiti Teknologi Malaysia

 81310 UTM, Johor Bahru.

 Tel: 07-5538824, Fax : 07-5538822

 Email : amiludin@utm.my

 **CC to** : Foad@utm.my

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

**Less 100 pax : RM200.00**

**More 100 pax : RM300.00**

1. Direction signage charge is RM100.00 (upon request)
2. All payment cash should be paid to **Senior Administrative Assistant.**
3. Deposit of cleaning will be returned to the applicant provided cleanliness is satisfied.

FACILITY RENTAL RATES

SCHOOL OF COMPUTING

FACULTY OF ENGINEERING

UNIVERSITI TEKNOLOGI MALAYSIA

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| --- | --- | --- | --- | --- |
| **Organization** | Computer Lab | Main Seminar Hall | Technician / Hour | Internet |
| Full Day | Half Day | Full Day | Half Day | Weekdays | Weekend | Public Holiday | Perhead/Perday |
| * Private Company
 | RM700.00 | RM350.00 | RM600.00 | RM400.00 | - | RM20.00 | RM25.00 | RM5.00 |
| * Government Agency
* UTM Staff/UTM Centre or Institute / NGO with income generation programmes
 | RM500.00 | RM350.00 | RM600.00 | RM350.00 | - | RM20.00 | RM25.00 | RM5.00 |
| * Student / Student society with income generation programmes
 | RM400.00 | RM200.00 | RM400.00 | RM200.00 | - | RM20.00 | RM25.00 | RM5.00 |
| * Student / student society with letter from HEMA with income generation programmes
* NGO with community service programmes
 | RM200.00 | RM100.00 | RM200.00 | RM100.00 | - | RM20.00 | RM25.00 | RM5.00 |
| * UTM Staff / UTM Centre or Institute / Student with community service programmes
 | - | - | - | - | - | RM20.00 | RM25.00 | - |

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| **Organization** | LACTURE ROOM/TUTORIAL ROOM (30 PAX) | LACTURE ROOM/TUTORIAL ROOM (60 PAX) | MAIN DISCUSSION ROOM (BPU) | TECHNICIAN & P.O / HOUR | Internet |
| Full Day | Half Day | Full Day | Half Day | Full Day | Half Day | Weekdays | Weekend | Public Holiday | Perhead/Perday |
| * Private Company
 | RM300.00 | RM200.00 | RM600.00 | RM300.00 | RM300.00 | RM200.00 | - | RM15.00 | RM20.00 | RM5.00 |
| * Government Agency
* UTM Staff / UTM Centre or Institute / NGO with income generation programmes
 | RM300.00 | RM200.00 | RM500.00RM450.00 | RM300.00RM200.00 | RM300.00 | RM200.00 | - | RM15.00 | RM20.00 |  RM5.00 |
| * Student / student society with letter from HEMA with income generation programmes
* NGO with community service programmes
 | RM200.00 | RM100.00 | RM400.00 | RM200.00 | RM200.00 | RM100.00 | - | RM15.00 | RM20.00 | - |
| * UTM Staff / UTM Centre or Institute / Student with community service programmes
 | - | - | - | - | - | - | - | RM15.00 | RM20.00 | - |

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| Additional Hour Rates |
| Computer Lab | RM60.00/hour |
| Main Seminar Hall | RM70.00/hour |

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| --- | --- | --- | --- |
| Full Day | 8:00am – 5:00pm | Weekdays | Sun – Thu |
| Half Day | 4 Hours | Weekend | Fri - Sat |