



**UNIVERSITI TUNKU ABDUL RAHMAN**

**APPLICATION FOR USE OF UNIVERSITY FACILITIES**

**A. Location of the Facility**

- PJ Campus
- Kuala Lumpur (Setapak) Campus
- Bandar Sg. Long Campus
- Perak (Kampar) Campus

Type of Room.....

**B. Seating Arrangement**

- Classroom
- Theatre
- Others .....

**C. Applicant's Particulars**

Name of Company / Institution: .....

Address :.....

Telephone Number :.....

Fax Number :.....

E-Mail address :.....

Contact Person's Name :.....

Designation :.....

Name of Approving Official : .....

Designation :.....

**D. Purpose of the Event**

- Meeting
- Seminar
- Workshop
- Others .....

**E. Event Day(s)/Date(s) and Time**

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**F. Number of persons expected to attend.....**

**G. Equipment required .....**

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**H. Declaration**

I/We have read and understood the rules and regulations governing the Use of University Facilities for External Events and hereby agree to strictly abide by all its rules and regulations.

**Signature of Applicant** : .....  
**Name of Applicant** : .....  
**Designation** : .....  
**Date** : .....

**Signature of Approving Official:** .....  
**Name of Official** : .....  
**Date** : .....  
**Company Stamp** :

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**For Office Use**

**I. Fees**

**Room** : RM.....  
**Equipment** : RM.....  
**Surcharge, if any** : RM.....  
**Total Fees Payable** : RM.....  
**Deposit Payable** : RM.....  
**Balance Payable** : RM.....

**Recommendation: ACCEPT / DECLINE**

**Recommended by:**

**Approved by:**

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**Head, DGS**

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**Registrar**

**Date:**

**Date:**