

FEE SCHEDULE FOR USE OF UNIVERSITY FACILITIES

UTAR SUNGAI LONG CAMPUS					
No	Room	Seating Capacity			Charge Per Day
		Classroom	Theatre	Conference	
					RM
1	Classroom	50	100	N/A	500
2	Lecture Theatre	N/A	150	N/A	800

UTAR KUALA LUMPUR CAMPUS					
No	Room	Seating Capacity			Charge Per Day
		Classroom	Theatre	Conference	
					RM
1	Classroom	50	100	N/A	500
2	Lecture Theatre	N/A	200	N/A	1,000

UTAR PERAK CAMPUS					
No	Room	Seating Capacity			Charge Per Day
		Classroom	Theatre	Conference	
					RM
1	Classroom	50	100	N/A	400
2	Lecture Theatre (Small)	N/A	160	N/A	800
3	Lecture Theatre (Big)	N/A	400	N/A	1,800
4	VIP Auditorium	N/A	84	N/A	1,000
5	Heritage Hall	N/A	600	N/A	3,000

EQUIPMENT

	Type of equipment	Charge Per Unit Per Day RM
1	LCD Projector & screen	400
2	Notebook	250
3	PA system (2 microphones, 2 speakers & 1 mixer)	250
4	OHP & screen	100
5	VCD	80
6	Collar microphone	60
7	Additional microphone	40
8	Laser pointer	20

Attachment 1 (cont'd)

Notes:

1. Facility fees include the provision of tables, chairs and whiteboard.
2. Fees cover the use of the facility and equipment from 9.00 am to 5.00 pm.
3. The minimum fee is for a half-day or four hours. Fractions of hours shall be rounded to the next half-day.
4. Outside of the hours listed in #2, a surcharge per hour is payable as follows: 20% on Monday to Saturday, 30% on Sunday and public holidays.
5. Fee for use of auditorium and lecture theatre is inclusive of PA system with 2 microphones.
6. Fees are subject to change without prior notice.

MODE OF PAYMENT

Payment is to be made by crossed cheque in favour of “**Universiti Tunku Abdul Rahman**”. For outstation cheques, please include the inland exchange commission of 0.03% of the payment or a minimum of RM0.50.