



Rules and Regulations on the Use of University Facilities for External Events

1.0 Application

- 1.1 All enquiries for the use of University facilities shall be directed to the Head, Department of General Services (DGS).
- 1.2 Applications shall be made on the prescribed application form (Appendix A) and submitted to DGS at least thirty (30) days in advance of the requested date of event.
- 1.3 Applicants shall normally be notified by DGS of the Registrar's decision within fourteen (14) days of receipt of the application.
- 1.4 The decision of the Registrar shall be final.

2.0 Fees

The use of the University's facilities is subject to payment of a fee as per Fee Schedule (Attachment 1) enclosed herewith. The Fee schedule is subject to change without notice.

3.0 Payment

- 3.1 Upon approval of the application, a fifty (50) percent non-refundable and non-transferable deposit is to be paid to the University within fourteen (14) days of notification in order to confirm the booking requested. No confirmation of booking can be made until the deposit sum is received.
- 3.2 The balance of the fee less the deposit sum received shall be settled in full seven (7) days prior to the first date of event. Failure to do so will result in the forfeiture of the deposit sum and the cancellation of the booking made.

4.0 Mode of Payment

Payment is to be made by crossed cheque in favour of "Universiti Tunku Abdul Rahman". All outstation cheques shall include the inland exchange commission of 0.03% of the payment, subject to a minimum of RM0.50.

5.0 Postponement of Event

The applicant is required to inform the University in writing not less than seven (7) days prior to the first date of event if there is a postponement. In such a situation, the deposit sum shall not be refunded or transferred.

6.0 Cancellation of Event

- 6.1 Any cancellation of the event must be made in writing and received by the University not less than three (3) days prior to the first date of the event. In such a situation, twenty five (25) percent of the total fee paid shall be refunded free of interest.
- 6.2 There shall be no refund of monies paid for cancellation made three (3) days or less prior to the first date of the event.
- 6.3 The University reserves the right to cancel any confirmed booking that contains false particulars in the application form or due to unforeseen circumstances. In such a situation, the University will refund any fee paid free of interest.

7.0 Equipment

The applicant is required to coordinate with the DGS on the audio visual equipment, tables, chairs etc. to be set up at the facility at least seven (7) days prior to the first date of the event.

8.0 General Conditions

The applicant is required to adhere to the following terms:

- 8.1 To use the facilities reserved for the purpose applied for.
- 8.2 To yield up possession of facilities at the stipulated time in its original state and condition.
- 8.3 Not to use the facilities for any unlawful or immoral purposes.
- 8.4 Not to affix nails, hand or paste pictures/posters or any objects on the walls of the facilities.
- 8.5 Not to bring onto the premises alcohol, dangerous and seditious materials.
- 8.6 The University is a non-smoking area.
- 8.7 To sign an undertaking and indemnity letter to the University as per Appendix B.

9.0 Review

The University reserves the right to amend these guidelines governing the use of the University's facilities without notice.