



**OFFICE OF MARKETING AND COMMUNICATIONS
(MARCOMM)**

**DEWAN TAKLIMAT SERDANG & DEWAN TAKLIMAT SERDANG
FOYER RESERVATIONS**

Tel : 03-89466014/6013 Fax : 03-89487273/89422609/89468972 www.marcomm.upm.edu.my

A. Applicant Information / Contact Information

1. Name: _____
2. Staff/Student/IC: _____
3. Office no : _____ 4. Mobile no : _____
5. Fax no : _____
6. E-mail : _____
7. Address : _____

Please tick (v) where applicable:

8. Dewan Taklimat Serdang Dewan Taklimat Serdang Foyer
9. Purpose of application : _____
10. Date of event : _____ 11. Time : _____ (starts) _____ (ends)

B. Authorization by Head of Department (MarComm)

Remarks : _____

Approved

Rejected

Signature & Official stamp

Date: _____

TERMS OF RESERVATION
DEWAN TAKLIMAT SERDANG

1. Reservation of Dewan Taklimat Serdang must be made no less than 3-7 working days prior to the date of event (Please call 03-89466014/6013 before making any reservation to obtain the schedule of Dewan Taklimat Serdang Advance Bookings.)
2. Each application must be made by filling the Application Form.
3. Reservations made by UPM students must be accompanied by a verification letter from Students Affairs Division/International Centre (Postgraduate students).
4. The above regulations are not applicable for special reservations which are subject to the discretion of the Director/Head of MarComm.

TERMS OF USE FOR EQUIPMENT/FACILITIES AT DEWAN TAKLIMAT SERDANG, UPM

1. Occupant is to be **RESPONSIBLE** for safety and cleanliness at the Dewan Taklimat Serdang.
2. Occupant must **ENSURE** that all equipment is placed in their original positions/locations and be in their original state. All rubbish and props used must be **REMOVED** / properly disposed of outside the hall.
3. **PERSONAL EQUIPMENT** must be removed from the hall right after the event ends. Any equipment left behind after **7 working days** will be **DISPOSED OF**.
4. Please **ENSURE** that all equipment is functioning properly prior to usage. Applicant will be **LIABLE** for the cost of repair or replacement of equipment that is damaged or lost.
5. Occupants are not allowed to **SMOKE** or to bring outside **FOOD** and **DRINKS** into the Dewan Taklimat Serdang except with the consent of the Director/Head of Division.
6. Any programmes that involve activities deemed sensitive from the point of religion, race, culture or national interest are strictly prohibited.
7. Attempts to bring **COMBUSTIBLE ITEMS** or **HAZARDOUS MATERIAL** into the hall are strictly prohibited.
8. The glueing of stickers, embedding of nails or screws, hanging of ornaments/banners around the hall are strictly prohibited.
9. Preparations and arrangements for setting up and dismantling/clearing up after the event are the full responsibility of the organizers/occupants.
10. MarComm **WILL NOT BE RESPONSIBLE** for any injury, loss, damage, or any direct, incidental or consequential damage of any kind to personal belongings in the premise.
11. MarComm **WILL NOT BE RESPONSIBLE** for any technical glitches which might occur during the running of a programme or activity.

My signature indicates my agreement to the terms set forth in this form.

Applicant signature

Full name : _____

Note: Applicant will be notified of the approval/rejection of the application within 7 working days from the date of the application.

*For office use

Received by : _____

 Date received and verified

REQUEST for EQUIPMENT (DEWAN TAKLIMAT SERDANG)

SOFA	Quantity	TABLE	Quantity	ROSTRUM	Quantity
Sofa		Coffee Table		Wooden Rostrum	
		Side table		Regular Rostrum	

REQUEST for AUDIO VISUAL FACILITIES (DEWAN TAKLIMAT SERDANG)

	Quantity		Quantity		Quantity
Wireless microphone		Mikrofon			

OTHER REQUESTS

	Quantity		Quantity		Quantity

REMARKS ON FACILITIES REQUEST (MARCOMM)

Signature:

Date: