Lab Management Unit,
Faculty of Computing, Universiti Teknologi Malaysia

RESERVATION FORM FOR COURSE/WORKSHOP/SEMINAR

APPLICAT INFORMATION

Name : 
Position : (STAFF / STUDENT / STUDENT ASSOCIATION / COMPANY)
Organization Name : 
Organization Address :

Telephone number : Office : Handphone: 
E-mail : 

RESERVATION INFORMATION

Purpose :  [ ] Course  [ ] Workshop  [ ] Others : 
Nama Program : 
Date (start) : Date (end) :
Time (start) : Time (end) :
Number of participants :

SOFTWARE AND HARDWARE NEEDED

Hardware (Please tick) 

[ ] Computer
[ ] LCD Projector
[ ] PA Sistem

Software (please state)

________________________________________
________________________________________
________________________________________
APPROVAL (LAB MANAGER)

Results:  
Approved ☐  
Reject ☐  Reason: ________________________________

Signature: ________________________________
(Dr. Azlan bin Mohd Zain)

ACTION (CUSTOMER SERVICE UNIT)

Mr. Johari ☐  013-3858040 / 07-5532485
Mr. Ibrahim ☐  013-7236227 / 07-5538748
Mrs. Zanariah ☐  019-7591076 / 07-5538792

PAYMENT *

☐ Fee required  ☐ No Fee required  
RM: __________

* Payment must be made to Customer Service Unit (at least 3 days before the course/workshop begin)

VENUE

Venue: ________________________________
Technician: ________________________________

ACTION (TECHNICIAN) **

Note: ________________________________

Signature: ________________________________

** Form must be handed over to the customer unit for duty claims.
### Attachment: Facility Rentals – Terms and Conditions

<table>
<thead>
<tr>
<th>No. of participant</th>
<th>Organisation</th>
<th>Lab</th>
<th>Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Full-day)</td>
<td>(Half-day)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(8am-5pm)</td>
<td>Extra-time (RM50 per hour)</td>
</tr>
<tr>
<td>&gt;30</td>
<td>Outside UTM</td>
<td>RM500.00</td>
<td>RM550.00 ++</td>
</tr>
<tr>
<td></td>
<td>UTM Staff</td>
<td>RM350.00</td>
<td>RM400.00 ++</td>
</tr>
<tr>
<td></td>
<td>UTM Student (with approval letter from HEP)</td>
<td>RM200.00</td>
<td>RM250.00 ++</td>
</tr>
<tr>
<td></td>
<td>Faculty Staff/Student</td>
<td>RM200.00</td>
<td>RM250.00 ++</td>
</tr>
<tr>
<td>≤30</td>
<td>Outside UTM</td>
<td>RM450.00</td>
<td>RM500.00 ++</td>
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<tr>
<td></td>
<td>UTM Staff</td>
<td>RM300.00</td>
<td>RM350.00 ++</td>
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<td>UTM Student (with approval letter from HEP)</td>
<td>RM150.00</td>
<td>RM200.00 ++</td>
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<tr>
<td></td>
<td>Faculty Staff/Student</td>
<td>RM150.00</td>
<td>RM200.00 ++</td>
</tr>
</tbody>
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