



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 : _____

RESERAVATION 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)

Attachment : Facility Rentals – Terms and Conditions

No. of participant	Organisation	Lab			Technician		
		(Full-day)		(Half-day)	(Monday-Friday)	(Saturday&Sunday)	(Public holiday)
		(8am-5pm)	Extra-time (RM50 per hour)	≤ 4hours			
>30	Outside UTM	RM500.00	RM500.00 ++	RM250.00	RM10.00	RM15.00	RM20.00
	UTM Staff	RM350.00	RM350.00 ++	RM150.00	RM10.00	RM15.00	RM20.00
	UTM Student (with approval letter from HEP)	RM200.00	RM200.00 ++	RM100.00	RM10.00	RM15.00	RM20.00
	Faculty Staff/Student	RM200.00	RM200.00 ++	RM100.00	-	RM15.00	RM20.00
≤30	Outside UTM	RM450.00	RM450.00++	RM200.00	RM10.00	RM15.00	RM20.00
	UTM Staff	RM300.00	RM300.00++	RM100.00	RM10.00	RM15.00	RM20.00
	UTM Student (with approval letter from HEP)	RM150.00	RM150.00++	RM75.00	RM10.00	RM15.00	RM20.00
	Faculty Staff/Student	RM150.00	RM150.00 ++	RM75.00	-	RM15.00	RM20.00