

**UCSI Education Sdn Bhd (185479-U)  
Facility Booking Confirmation Form  
Internal**



Department/Club/Society : \_\_\_\_\_  
 Activity : \_\_\_\_\_  
 Person In-charge : \_\_\_\_\_  
 Number of Participants : \_\_\_\_\_  
 Venue : \_\_\_\_\_  
 Date / Time : \_\_\_\_\_

No	Item (s) required for the function	Quantity

**To be filled by STAFF / STUDENT making requisition**

Name : _____		Dept/School/Club : _____
Position/Student ID : _____		Date of requisition : _____
Approved by (signature & date)		
_____	_____	_____
VP/Dean/HOS/Dept/Club Advisor	Student Council (Only applicable for Clubs)	Head, Student Affairs (Only applicable for clubs)
CONFIRMED BY GENERAL OFFICE		
_____		

For office use only :

Copy 1 of 4 - General Office

Copy 2 of 4 - Head of Maintenance

Copy 3 of 4 - Head of Security

Copy 4 of 4 - University Exam Centre

Acknowledged (sign & date)

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**CONFIRMATION SLIP**

Issued by General Office

Booking made by : \_\_\_\_\_ Venue : \_\_\_\_\_  
 Date : \_\_\_\_\_ Time : \_\_\_\_\_

For Office use
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Facility booking confirmation is subject to change and/or revision in the event of UCSI's official activities. UCSI shall not be held liable for such last minute changes. Please note that all bookings need to be made 7 days in advance