



UCSI University
Student Affairs & Alumni Facility Booking Confirmation Form

Department/Club/Society : _____
Activity/Purpose : _____
Person In-charge & Contact No. : _____
Event Venue : _____
Event Date & Time : _____
Date of Borrow : _____
Date of Return : _____

Terms & Conditions

- 1) Equipment(s) / item(s) availability is based on a first come, first serve policy.
- 2) NOTE: Last minute requests will not be entertained.
- 3) This facility booking confirmation is subject to changes in the event of clash with an official university event.
- 4) All bookings have to be submitted 7 working days in advance.
- 5) SAO reserves the right to provide any equipment it deems fit as a replacement. Such decisions are final.
- 6) SAO reserves the right to amend these Terms & Conditions without prior notice.
- 7) Applicant shall be held responsible for any damages or loss.
- 8) Action will be taken if applicant does not return, late in returning, or damage the equipment(s) / item(s).

I hereby agreed with the term & conditions above,

Name	:	_____	Signature
Staff/Student ID	:	_____	
Dept/School/Club	:	_____	
Date of Requisition	:	_____	

To be filled by Student Affairs Office

Approved by (signature & date)	
_____ VP Dean/HOD/Club Advisor	_____ Students' Activities & Recreation

CONFIRMATION SLIP
Issued by Student Affairs Office

Booking made by : _____ Item : _____
 Date of borrow : _____ Date of return : _____

This slip is to confirm that we have received your booking form and your booking is already confirmed. In order to avoid any unwanted incident, please follow up with SAO 3 days before the event date. Thank you. Please select the item(s) needed from the below and list the quantity needed:

	Item for Booking	Quantity		Item for Booking	Quantity
A1	Exhibition Board		A13	Kompang set - Kompang 12" Gred A	
A2	Signboard stand		A14	Kompang set - Gong with stand	
A3	Queue up stand		A15	Kompang set - Buah Kocak (Rumba)	
A4	Bunting stand		A16	Kompang set - Canang	
A5	Badminton net		A17	Kompang set - Maracas	
A6	Basketball		A18	Kompang set - Rebana Ibu & Anak	
A7	1 st Aid kit		A19	Kompang set - Half Moon Tambourine	
A8	Basketball Jersey		A20	Drum Set	
A9	Dodge ball Jersey		A21	Keyboard	
A10	Futsal Jersey		A22	Amplifier	
A11	Malay costume		A23	Malaysia Flag	
A12	Walkie Talkie		A24	UCSIU Flag	

Date of borrow	Signature		Date of Return	Signature

Remark
