

ROOM AND SPACE BOOKING FORM

PUTRA BUSINESS SCHOOL
LEVEL 3, OFFICE BUILDING OF THE DEPUTY VICE CHANCELLOR (RESEARCH & INNOVATION)
UNIVERSITI PUTRA MALAYSIA
43400 UPM SERDANG
SELANGOR

Our Ref : ___/___/2019

Name : _____

Department / Institution : _____

Program/Activity : _____

Address : _____

Date : _____

Contact Details & Number : _____

Time : _____

Email : _____

No	ROOM/SPACE	LEVEL	CAPACITY	RATE PER CATEGORY (RM)						DURATION OF USAGE (FILLED BY APPLICANT)	AMOUNT (RM)
				A		B		C			
A	MEETING/DISCUSSION			ONE DAY	HALF DAY	ONE DAY	HALF DAY	ONE DAY	HALF DAY	DAY(S)	
1	Angsana Putra 1	2	25	75	50	150	100	250	150		
2	Angsana Putra 2	2	25	75	50	150	100	250	150		
3	Wacana Putra 2	2	25	75	50	150	100	250	150		
4	Wacana Putra 3	2	25	75	50	150	100	250	150		
5	Wacana Putra 4	2	25	75	50	150	100	250	150		
6	Sri Putra 1	2	36	75	50	150	100	250	150		
7	Sri Putra 2	2	36	75	50	150	100	250	150		
8	Sri Putra 3	2	36	75	50	150	100	250	150		
9	Sri Putra 4	2	36	75	50	150	100	250	150		
10	Sri Putra 5	2	36	75	50	150	100	250	150		
11	Sri Putra 6	2	36	75	50	150	100	250	150		
12	Lestari Putra 4	2	20	75	50	150	100	250	150		

No.	ROOM/SPACE	LEVEL	CAPACITY	RATE PER CATEGORY (RM)			DURATION OF USAGE (FILLED BY APPLICANT)	AMOUNT (RM)
				A	B	C		
B.	AUDITORIUM/LOBBY/FOYER /CAFETERIA			ONE DAY	ONE DAY	ONE DAY	DAY(S)	
1.	Mini Auditorium 2	3	80	300	450	750		
2	Computer Lab	3	35	300	450	750		
3	Holding Room (VIP room)	3	8	75	150	250		
2.	Lain-lain							
							TOTAL (RM)	

REMARKS :

- 1) Category(s) of the applicant are as follows :

Category	Details
A	Staff, Student and Society of UPM
B	Government Agencies
C	Private Agencies

- 2) One day rate usage are from **8.30am to 5.30pm. Extra charge of 10% for every continuous hour(s).** The rate are as approved by the JKTM UPM on 27th April 1996 and 23rd March 2015.
- 3) Payment can be made via **DEBIT** or **CREDIT CARD** at Putra Business School, level 3, Office Building of the Deputy Vice Chancellor (Research & Innovation), Universiti Putra Malaysia, 43400 UPM, Serdang, Selangor during operation hours from 8.30am to 5.30pm (Monday-Friday) or via **ONLINE BANKING** to **Yayasan Putra Business School account, 5621 4240 5860 (Maybank Berhad)** and submit the proof of payment to amirul@putrabs.edu.my
- 4) Each room is provided with classroom setting furniture, projector, screen. Applicant is advise to have technical team on standby and additional equipment (if necessary) to ensure smooth running of the program.
- 5) Portable audio system can be rent at **RM60** per day (**depends on availability**).
- 6) **Additional charge of RM150** will be added if the rental is on weekend basis to pay for technical staff's overtime.
- 7) The applicant must ensure the cleanliness and safety of the equipment provided accordingly during the program. Also, any form of information/poster/graphic/signage are not allowed to be posted on the building's wall without any permission.

ACKNOWLEDGEMENT		FOR OFFICE USE ONLY	
I/We, hereby have read and understand the terms and conditions stated. I/We hereby agreed/disagreed to take full responsibility for the services and facilities given		Received by :	Approved by :
Signature :	Official Stamp :		APPROVED / DISAPPROVED
.....	
Date :		Date :	Date :