Prepared by:	Approved by:
Name: Josphine Tommy Position: Senior Executive, Human Capital & Administration Department	Name: Nurfaezah Binti Sharif Position: Manager, HCAD

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	01/07/17	Establishment	00	Manager, A&F
2	11/07/22	Revision from UCTS to UTS	01	Manager, A&F
3	14/06/24	Revision of the whole content	02	Manager, HCAD

1.0 OBJECTIVE

The objective of this SOP is to ensure efficient use of facilities and earn additional revenue for UTS.

2.0 SCOPE

The scope of this SOP applies to external clients *(government agencies, private institutions, Schools, NGOs, individuals)* of UTS who want to conduct or organize an event in UTS on a needs basis and subject to availability.

3.0 REFERENCES

Rental Rates Guideline

4.0 DEFINITIONS / ABBREVIATIONS

UTS	: University of Technology Sarawak
SOP	: Standard Operating Procedure
NGO	: Non-Governmental Organization
HCAD	: Human Capital & Administration Department
IT Staff	: Information Technology Staff

5.0 RESPONSIBILITY

5.1 The Manager of HCAD is responsible to ensure that this SOP is adhered to.

5.2 Dean/HOD is responsible to follow and adhere to this SOP

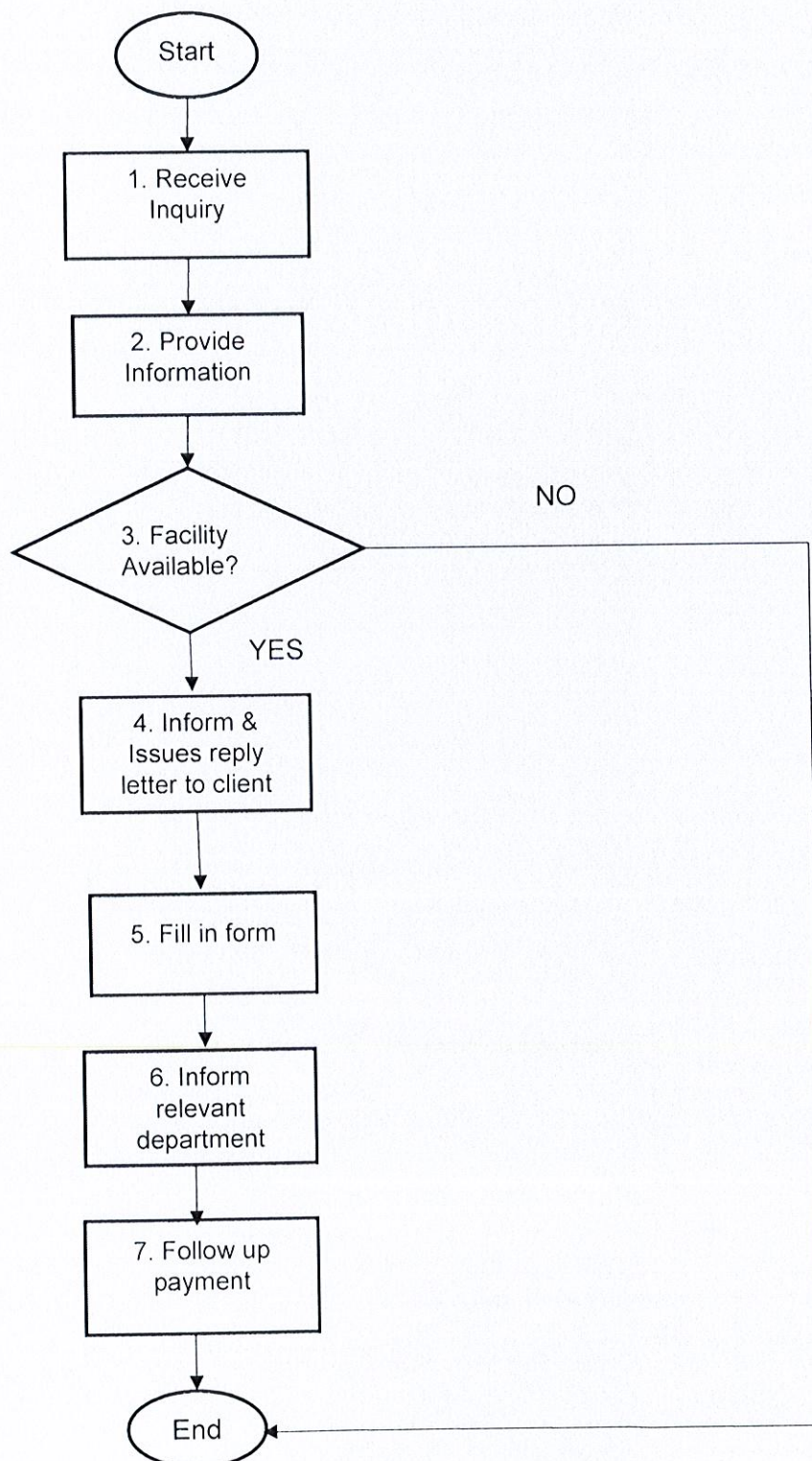5.3 UTS Staff is responsible to follow and adhere to this SOP

6.0 PROCEDURE

6.1 Refer to the process flow chart.

7.0 DESCRIPTION

Description	Person In Charge	Document
1. Receive Inquiry 1.1 Admin Staff receives inquiry via phone/email/letter from client that intend to organise or conduct a corporate activity *e.g. event, training, roadshow*	Client from any agency	
2. Provide Information 2.1 Admin Staff to provide information on which facility that suitable to conduct an activity, the availability of rental rates, size of the classroom, Lecture Theatre, Computer Labs, Open Space to client.	Admin Staff	Rental Rates Guideline
3. Facility Available? 3.1 Admin staff to check on the availability of the facilities from relevant school/department 3.2 If Yes, Proceed to no. 4 3.3 If no, process End	Admin Staff	
4. Inform & Issue reply letter to client 4.1 Admin Staff to inform client on the availability of the facilities and ensure the client submitted facility booking letter. 4.2 Admin Staff to issue reply letter to the client.	Admin Staff	Facility booking letter
5. Fill in form 5.1 Admin Staff to fill in the Facilities Booking Form (UTS-MFS-P09-BFP) and submit to the relevant School/Department.	Admin Staff School/ Department	Facilities Booking Form (UTS-MFS-P09-BFP)
6. Inform Relevant Department 7.1 Admin Staff to inform Maintenance & IT to standby	Admin Staff Maintenance Staff IT Staff	Facilities Booking Form (UTS-MFS-P09-BFP)
7. Follow-up payment 7.1 Admin staff to follow up on the rental payment and ensure the payment has been completed	Admin Staff	

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Official Reply Letter	Admin Unit	3 years