

**MAINTENANCE, FACILITIES & SECURITY DEPARTMENT**

**UNIVERSITY OF TECHNOLOGY SARAWAK**

**FACILITIES BOOKING FORM**

**REQUESTER INFORMATION *( TO BE FILLED BY UTS STAFF ONLY* )**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext No. / HP No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time : From \_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal Date (if any) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time : From \_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_

Setup Date (if any) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time : From \_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **ITEMS REQUEST** | | |
| **No.** | **Items** | **Quantity** |
| 1. | Banquet Table |  |
| 2. | Round Table |  |
| 3. | Banquet Chair |  |
| 4. | Plastic Chair |  |
| 5. | Table Clothes |  |
| 6. | Green Dustbin *(if you have refreshment in campus)* |  |

TURN ON YES NO RELEASE DOOR YES NO MAINTENANCE STAFF YES NO

AIR-COND ACCESS STANDBY

|  |  |
| --- | --- |
| **ACKNOWLEDGED BY (SCHOOL/DEPARTMENT-IN-CHARGE OF THE ROOMS (*IF APPLICABLE)*** | **APPROVED BY (DEAN/HOP/HOD OF THE REQUESTER)** |
| SIGN | SIGN |
| NAME | NAME |
| DATE | DATE |

*\*Please include your floor plan if available.*

*\*Request should be made at least* ***THREE DAYS*** *earlier from event date, as first come first serve.*