

Serial No. :	BRG LIB/KKM-1/2000 NO. SEMAKAN : (02) 1/7/2015
 Perpustakaan Sultanah Bahiyah Bahagian Koleksi Khas dan Media <i>Special and Media Collection Division</i> Universiti Utara Malaysia	SPECIAL AND MEDIA COLLECTION DIVISION PERPUSTAKAAN SULTANAH BAHİYAH UNIVERSITI UTARA MALAYSIA Tel : (Off) 6049283653 (Counter) 3656 Fax : 6049283613
AUDITORIUM/MEDIA SERVICE ROOM USAGE BOOKING FORM	

1. YOUR DETAILS			
Name :			
Status : Staff Student	Staff / Matric No. :	Tel. No. :	
Department/Division/College :			

2. BOOKING DETAILS					
Name of Program :					
Organizer :			Estimate of participation : _____ people		
a. Time					
	From / On		To		
Date					
Day					
Time					
b. Location (Choose One Location Only)					
(/)	Auditorium	Capacity	(/)	Show Room	Capacity
	Auditorium 1	80 person		BT A	20 person
	Auditorium 2	120 person		BT B	15 person
c. Equipment's (Direct projector, Audio equipment's and desktop computer are provided)					
	Microphones		Wireless Microphone		Microphone Stand
	Laser Pointer		DVD / Video Player		Projector
	Portable Speaker				
d. Technical Help?			Yes		No

3. CONFIRMATION	
Signed	Head Of Department/Division/College
Date :	Date :

4. APPROVAL (Office Only)		
Date Received	Method of Request	Received By
	In Person Letter Email Telephone	
Approval : APPROVE / NOT APPROVE – Full Slot /		
Note :		
Confirmation by Head of Division / Officer	Tasked :	
	Date :	