



Version No. : 01
 Revision No. : 02
 Effective Date : 15th May 2018

**SPORTS DEVELOPMENT CENTRE
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

WALK-IN APPLICATION FORM

I, _____ NRIC: _____ from _____

would like to utilize IIUM Sports Complex Facilities as follows:

Male Sports Complex	No. Available	Quantity
Multipurpose Hall	1	
Badminton Court	6	
Squash Court	4	
Tennis Court	4	
Basketball Court	2	
Volleyball Court	2	
Stadium/Track	1/1	
Football Field/Rugby	2/1	
Sepak Takraw Court	4	
Handball Court	1	
VIP Room	1	
Multipurpose Court	1	
Futsal Court	1	
Others		

Female Sports Complex	No. Available	Quantity
Multipurpose Hall	1	
Badminton Court	5	
Squash Court	4	
Tennis Court	4	
Basketball Court	2	
Volleyball Court	2	
Mini Track	1	
Hockey Turf	1	
Netball Court	3	
Lake View	2	
VIP Room	1	
Multipurpose Court	1	
Petanque	1	
Aerobic Room	1	
Others		

The schedule of the program is as follows (Please *tick* ✓):

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
08:00 to 10:00	10:00 to 12:00	12:00 to 14:00	15:00 to 17:00	17:00 to 19:00	20:00 to 22:00

Date/Day : _____

Signature : _____

Date : _____

Contact No. : _____

Remark : _____

FOR OFFICE USE

I have **APPROVED / DISAPPROVED** the facilities above.

Date : _____

Signature & Official stamp : _____

Remark : _____

REPLY SLIP

DATE: _____ DAY: _____ SESSION: _____

FACILITIES: Male : _____

Female: _____

BOOKING PROCEDURES

1. Booking and reservation can only be done during office hours (8.00 am until 4.30 pm). Any booking and reservation must be according to the operation hour as mentioned.
2. Each user must fill in a Booking Form (available at Male and Female Sports Complex). Duly completed form should be submitted to the Male Sports Complex. Booking via telephone and fax is unacceptable.
3. Priority will be given to programmes organized by the university.
4. Full payment must be made before the programme on. Booking will automatically cancel if the payment not has been made.
5. Any cancellation of programme should be acknowledged to the Sports Development Centre **seven (7)** days prior to the actual date.
6. Sports Development Centre will not responsible for any injury / accident or lost of personal belongings before, during and after programmes.
7. User will be responsible for any lose and damage of the facilities.
8. Only pack food is allowed in sports complex. Always keep clean and littering in the bins provided.
9. Users are requested to follow the rules and regulations and IIUM dress code set by Sports Development Centre.
10. Sports Development Centre has the right to cancel the approval to use the facilities at anytime if the users failed to follow the rules and regulations of sports complex.