

# RULES & REGULATIONS

## FOR BOOKING SAC HALL / AUDITORIUM



### 🏛️ Organizers must obtain the:

- Student: **APPLICATION FORM & APPROVAL LETTER**
- Staff: **APPLICATION FORM & APPROVAL PAPERWORK**

### 🏛️ Application must be made **seven (7) days** before the date of the event

### 🏛️ Discussion/ small gathering are **not allowed**

### 🏛️ The used of the hall/auditorium are only for the **programme**

### 🏛️ Rehearsal only allowed during office hour

### 🏛️ Rehearsal:

- **Sunday-Wednesday: 8.00 A.M.-4.30 P.M.**
- **Thursday: 8.00 A.M.-3.00 P.M.**

### 🏛️ Programme:

- **Sunday-Wednesday: 8.00 A.M.-10.30 P.M.**
- **Thursday: 8.00 A.M.-10.30 P.M.**

### 🏛️ Fees: **RM 500**

## LIST OF EQUIPMENT PROVIDED

### AUDITORIUM

- ★ Chair (50 unit)
- ★ LCD (3 unit)
- ★ Public Address System
- ★ Air Conditioner
- ★ Rostrum (1 unit)
- ★ Projector (3 unit)
- ★ Microphone (3 unit)

### SAC HALL

- ★ LCD (3 unit)
- ★ Public Address System
- ★ Air Conditioner
- ★ Rostrum (1 unit)
- ★ Projector (3 unit)
- ★ Microphone (3 unit)

ANY INQUIRIES ABOUT HALL AND AUDITORIUM APPLICATION, PLEASE CONTACT:

**MRS. HAZURA: 04 928 4158**