



**FOR OFFICE USE ONLY**

Rate (RM):                    /day	<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>NOT APPROVED</b>
Deposit (RM): <input style="width: 100px; height: 15px;" type="text"/> Remainder (RM): <input style="width: 100px; height: 15px;" type="text"/> Payment (RM): <input style="width: 100px; height: 15px;" type="text"/>	Acceptance Date:

**ROOM RESERVATION POLICIES**

1. All rooms are reserved on a first-come, first-serve basis by completing the form.
2. Security Deposit of 30% Prior confirmation with IJN College.
3. The full payment should be done one week after the event completes.
4. All cancellation must be reported at least seven (7) days working in advance, freeing rooms for other bookings.  
Cancellation of less than seven (7) days' notice will result in security deposit not refundable.
5. Political events, illegal demonstration, or illegal assembly id strictly prohibited.
6. The organizer should seeks permission from the college prior usage of personal any banner or buntings

**DECLARATION**

I have read the policies governing the service, equipment, security, and facilities requested. I understand them and accept responsibility for my organization/department to adhere to the regulations.

**Signature:**

**Name:**

**IC No:**

**Date:**

***Note:*** *Reservation requests are not confirmed until all necessary signatures are obtained, information submitted, and this reservation is approved by the overseeing office.*