

Venue Booking Form

Name of Applicant : _____ Contact Number : _____

Event Name : _____ Programme/ Club & Society : _____

Event Date : _____ Event Time : _____

Number of Participants : _____ Venue Allocated : _____

RULES & REGULATIONS:

1. NO Single-use Plastic Bottle

- Sunway Campus is a plastic bottle-free campus. Selling & using of single-use plastic bottle related-products are **not allowed** in any events/catering/activities etc.

NO Plastic Straw

- Sunway Campus is a plastic straw-free campus. Selling & using of straws is **not allowed** in any events/catering/activities etc.

2. Reservation, Declaration & Discussion

- Booking of venues must be done through Facilities Services Department, **AT LEAST 3 working days in advance** via email.
- Each club is allowed to book a spot at the Boulevard for a **maximum of 10 times (Mon-Fri) in a month** & carts booking can only be booked a **maximum of 3 months in advance**.
- Bazaars** are only allowed to be held in the Boulevard for a maximum of **2 days in a month**. You are not entitled to book individual carts should you decide to hold a bazaar that month.
- Each club is allowed to book a booth (either University Foyer / Linked Bridge) for a **maximum of 10 times (Mon-Fri) in a month**.
- Booking(s) on behalf of other club(s) is **STRICTLY PROHIBITED**. Violation of this rule will result in penalty wherein club(s) involved will be barred from making any bookings for a **period of 3 months**.
- ALL** items sold/put up **MUST** be declared to Facilities Services Department **at least 3 days in advance**. Facilities Services Department reserves the right to cancel the booking in the event the items/ goods sold are different from what has been declared.
- ALL** food and beverage vendors **MUST** submit the **Temporary Food & Beverage Vendors Requirement form** to Health & Safety Department **one week in advance**.
- Advisors/ lecturers will be contacted should there be any further info needed pertaining to the bookings made.

3. Setup

- Facilities Services Department **MUST** be informed **at least one week in advance** for any setups.
- Vendor/student assumes **ALL** responsibility to the goods kept in the premises. Facilities Services Department will not be held responsible for any property losses, damages or claims on the goods.

4. Cleanliness & Clearing

- Vendor/student must maintain the cleanliness the booked premise(s) at all times.
- DO NOT LITTER**. Do not place the rubbish next to or on top of the rubbish bins provided.
- ALL** large items (wood panel, large event props & etc) **MUST** be discarded **OUT OF THE CAMPUS**.
- All users are required to return the venues in the condition that it was given.

5. Use of Mobile Twin Board

- Usage of whiteboards is on a **FIRST COME FIRST SERVE** basis. They are located next to the extended college foyer.
- DO NOT** use double sided tape/glue tape on the whiteboard. **ONLY** masking tape and blue tack are allowed.
- Whiteboards **MUST** be returned in clean condition.
- Whiteboards are **NOT** allowed in the Boulevard.
- Decorations left on the whiteboards are at your own risk.

6. Placements of Banners / Buntings / Flag-lines / Promotional Materials

- Placement of the above materials must obtain prior approval from Facilities Services Department.
- Facilities Services Department reserves the right to remove / dispose any of the said items that are placed without prior and proper approval.
- Pasting of posters/signages on pillars & walls is **STRICTLY PROHIBITED**.

7. Usage of Electrical Equipment

- Usage of electrical equipment (such as oven, induction cooker etc) must be declared to and approved by Facilities Services Department before such equipment / accessories can be used.
- The voltage consumed by the respective electrical equipment **MUST** be declared and listed as well.

8. Prohibited Practices

The below activities are prohibited:

- Deep frying of food
- Bringing in and usage of nitrogen or gas tank for cooking or preparing food

9. Banned Items includes:

- Chewing gum, guns, ammunition, explosive materials, dangerous, poisonous, hazardous, flammable, toxic substances, alcohol, illegal drugs, drug paraphernalia, offensive, pornographic or X-rated material, stolen, counterfeit or unlicensed items, any item that may present a public hazard, expired or questionable medicine or pharmaceutical items or any other illegal items **IS STRICTLY PROHIBITED**.
- The consumption of alcohol by vendor/student **IS PROHIBITED**.

10. Items Not Allowed to Sell

- Selling of food and drinks similar to the current offerings available at the kiosks and tenants in Sunway University and Sunway College is strictly prohibited.

11. Spots for Activities

- The usage of University foyer for bazaar/event activities is **ONLY** allowed for festive seasons and institutional events (subject to approval from Facilities Services Department).
- Students' club activities such as recruitment, selling tickets & creating awareness can be carried out at the Linked Bridge or University Foyer.
- Selling & distributing of products by vendors & students are **ONLY** allowed at the Boulevard using carts. In the event the carts are fully occupied, banquet tables will be provided (subject to approval & availability of the banquet tables).

12. Rules & Regulations during Covid -19 Pandemic

- Visitors must fill up E-Health Declaration Form before entering to Sunway Campus.
- Visitors are required to scan the QR codes placed at various entrances within the campus compound before entering to the venues.
- Visitors must wear mask at all time & adhere to physical social distancing (1m apart) in the campus.

I, _____ (Full Name), would like to reserve a classroom / to open a booth / cart in Boulevard / Linked Bridge / University Foyer. I have read and understood the procedures and guidelines stated. Facilities Services Department has the right to dismiss any of the premises should any of the guidelines are not adhered to.

Signature & Date

Approval Name	Lecturer (Programme based)	Advisor (Club & Society)
Signature (MUST) & Endorsement Chop (if any)		