

**Venue Booking Form**

Name of Applicant : \_\_\_\_\_ Contact Number : \_\_\_\_\_  
 Event Name : \_\_\_\_\_ Programme/ Club & Society : \_\_\_\_\_  
 Event Date : \_\_\_\_\_ Event Time : \_\_\_\_\_  
 Number of Participants : \_\_\_\_\_ Venue Allocated : \_\_\_\_\_

Approval	Lecturer (If the activities are Programme based)	Clubs/ Societies/ Student Leadership Bodies' Advisor	Student LIFE	Facilities Services
Name				
Signature (MUST) & Endorsement Chop (if any)				

**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 **effective 1<sup>st</sup> March 2019**. Selling & using of straws is **not allowed** in any events/catering/activities etc.

**2. Reservation, Declaration & Discussion**

- Booking times at Facilities Services: **10am to 12noon & 3pm to 4.30pm (Mon to Fri)**.
- Booking of venues must be done through Facilities Services Department, **AT LEAST 3 working days in advance**.
- 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 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 the 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 DURING OPERATIONAL HOURS.**

#### 10. Items Not Allowed to Sell

- Selling of food and drinks similar to the current offerings available at the kiosks and caterers is 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).

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