

**Multimedia & Special Collections Unit**  
**Dar al-Hikmah Library, IUM**

**TERMS AND CONDITIONS FOR VENUE RESERVATION & USE**

- Reservation of venue should be done online;
- Online reservation request must be **submitted no earlier than two (2) weeks from the date of event**;
- Rooms are provided for not-for-profit group instructional activities and official functions;
- IUM staff, faculty members and students are entitled to make reservation of rooms. However students are not allowed to reserve the Library computer labs, multipurpose room and auditorium;
- Reservation is on a first-come, first-served basis. Refer to the online calendar to ensure the availability of venue;
- All requests will be accommodated, but the Library has the right to refusal of service in view of fair use or inadequate staffing or room condition;
- Reservation of venue for the whole semester is strictly prohibited. Maximum period allowed is for two weeks;
- Other materials, apart from the library materials are allowed to be used for academic purpose only or with the approval of the librarian in charge. Submit the materials one (1) day in advance for checking;
- To ensure the cleanliness of the venue and its compound at all time. No food, beverages or refreshments unless otherwise allowed;
- Applicant is responsible to ensure that all furniture brought in externally for an event, is removed by the end of the period;
- Facilities must be returned in good condition. Applicants are liable for any loss and damage caused during the use of the service;
- The Library will not be responsible for any loss or damage to belongings and equipment of the applicants;
- Applicants should inform Multimedia counter in advance if they wish to change or cancel reservation. You may contact us via email ([lib\\_media@ium.edu.my](mailto:lib_media@ium.edu.my)) or phone (03 6421 4000, extension: 3816);
- Applicant who fails to fulfill his/her reservation without prior notice will be restricted from reservation for one (1) month;
- The services are available from **8:00 a.m. to 5:15 p.m. on weekdays only**. Equipment and venue use must not exceed 5.15 p.m;
- The Library has the right to add, modify, or change the terms and conditions stated above from time to time.