



UMCIC
UM CENTRE OF INNOVATION & COMMERCIALIZATION
 advancing into new frontiers

SHARED SPACE AND FACILITIES BOOKING FORM

LEVEL 5,
 UNIVERSITY OF MALAYA CENTER FOR INNOVATION & COMMERCIALIZATION
 UMXCELERATE

Applicant			
Address			
Telephone no		E-mail	
Date of Usage		Time	to
Activities			

Please (√) the request space.

No	Space	Location	Capacity	(√)
1	Meeting Room 3	Level 5, UMCIC	14	
2	Discussion Room (Bilik Mesyuarat 4)	Level 5, UMCIC	6	
3	Lounge Room	Level 5, UMCIC	30	
4	Meeting Room 1	Level 1, UMX	14	
5	Meeting Room 2	Level 2, UMX	14	
6	Discussion Room (Bilik Perbincangan 2)	Level 3, UMX	8	
7	Makerspace	Level 3, UMX	30	
8	Portable Projector			

- A non-refundable fee of RM25.00 (cleaning charge) will be charge to the applicant if the above mentioned space is used for profit-based event/activities.
- A refundable security deposit of RM50.00 charged will be imposed from the booking of the above mentioned space for profit-based event/activities. Deposit will be refunded if no damage/defect is observed after usage of the space/ facilities.
- The space/ facilities charges are subject to change.
- Term and condition apply.

Applicant's Signature:

Date:

Applicant's Name:

For office use:

	Yes	No
Cleaning Fee:	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Security Deposit:	<input type="checkbox"/>	<input type="checkbox"/>

APPROVED

UMCIC Manager : _____

Date : _____

	Yes	No
Defect (If any):	<input type="checkbox"/>	<input type="checkbox"/>

Details (If any): _____

	Yes	No
Deposit refunded:	<input type="checkbox"/>	<input type="checkbox"/>

Date: