



PUSAT KEMAHIRAN PEMBEDAHAN TERMAJU /ADVANCED SURGICAL SKILLS CENTRE
BORANG PERMOHONAN TEMPAHAN RUANG/ EVENT BOOKING FORM

MAKLUMAT PEMOHON/ APPLICANT INFORMATION			
Sila Pilih Kategori Permohonan/ Please choose category application	Tanda ✓ pada kotak yang berkenaan/ Tick ✓ on related box		
	☐ Urusan Rasmi HCTM/ UKM HCTM/UKM Official Affairs	☐ Jabatan HCTM/UKM HCTM/UKM Department	☐ Institusi luar Other Institutions
	☐ Syarikat swasta Private sector		
Jenis bengkel/ Type of workshop	Tanda ✓ pada kotak yang berkenaan/ Tick ✓ on related box		
	☐ Berbayar Payable		
	☐ Tidak berbayar Not payable		
Peruntukan Jabatan/ Department Allocation	☐ Hospital/ Fakulti Hospital /Faculty Kod Peruntukan: Finance Code	☐ Lain-lain Peruntukan Others Allocation	
Tarikh / Date		Masa / Time	
Nama Majlis/ Event Name			
Penganjur/ Organizer			
Bilangan Peserta/ No of participants			
Pegawai yang boleh dihubungi/ Contact person in charge			
Emel/ Email		No. Tel / Ext	
MAKLUMAT RUANG / VENUE INFORMATION			
ARAS G /LEVEL G			
☐ Lecture Theater	☐ Executive Board Room	☐ Dining Area	
☐ Exhibition Area	☐ VIP Suite		
ARAS 1/ LEVEL 1			
☐ UKMMC Samsung Sono School Practical Room	☐ UKMMC Samsung Sono School Theory Room		
ARAS 2/ LEVEL 2			
☐ Galaxy Hall	☐ Angiography Simulation Suite	☐ Orion Seminar Room	
ARAS 4/ LEVEL 4			
☐ Wet Lab	☐ Seminar Room	☐ Operation Theater (OT)	
PERKHIDMATAN LAIN-LAIN			
☐ MALBAT Permohonan oleh Penganjur melalui http://emalbat.ppum.km.my MALBAT application can be accessed through http://emalbat.ppum.km.my * Bayaran kerja lebih masa kakitangan ASSC yang menunggu bagi penghantaran peralatan selepas waktu pejabat perlu dibayar oleh Penganjur. ASSC staff overtime payment after office hours shall be paid by the organizers.			

Tandatangan Pemohon / Applicant Signature :
Hospital / Fakulti/ Institusi / Syarikat :
Hospital/ Faculty/Institution/ Company :
Tarikh/ Date :
Cop Rasmi/ Official stamp :

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UNTUK KEGUNAAN PUSAT SAHAJA/ FOR CENTRE USE ONLY	
Nama/ Name	
Jawatan/ Position	
Tarikh/ Date	
Kelulusan/ Approval	☐ Diluluskan Approved ☐ Tidak diluluskan Not approved Tandatangan: Signature Cop Jawatan: Stamp
Kadar Bayaran / Payment fees	
Tarikh terima bayaran Payment received date	
No. Resit / Sebutharga Receipt No/ Quotation No	
Ulasan/ Remarks	

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PERATURAN PENGGUNAAN RUANG / VENUE RULES & REGULATIONS

- Tempahan dan sewaan ruang di Advanced Surgical Skills Centre (ASSC) adalah terbuka kepada semua warga Jabatan HCTM/UKM, institusi luar dan pihak swasta.
Booking and venue rental of Advanced Surgical Skills Centre (ASSC) is open to all members of HCTM/UKM department, other institutions and private sectors.
- Pengguna boleh membuat tempahan ke atas ruang yang dibenarkan sahaja.
Users can make reservations on the permitted spaces only.
- Kelulusan tempahan adalah dalam tempoh 3-5 hari bekerja.
Booking approval is within 3-5 working days.
- Tidak bertentangan dengan undang-undang Negara, perlembagaan, peraturan Universiti dan Hospital.
Event shall not conflict to the law of Malaysia, constitutions, rules of University and Hospital.
- Penganjuran majlis tidak melibatkan isu-isu sensitif seperti perkauman dan lain-lain.
Course content should not involve any sensitive issues such as racism and etc.
- Pihak penganjur perlu menjelaskan pembayaran sebelum tarikh akhir pembayaran. Pihak ASSC berhak untuk membatalkan permohonan tempahan sekiranya pembayaran tidak dibuat.
Payment shall be made before the deadline. ASSC reserve the rights to cancel any booking reservations if payment is not made accordingly.
- Penalti akan dikenakan jika pemakluman saat akhir bagi pembatalan acara tanpa sebab yang munasabah .
Penalty will be applied for any last-minute cancellation without reasonable cause.
- Majlis yang dianjurkan tidak akan mencemarkan imej dan nama baik Hospital, Universiti sebagai Institusi Pendidikan Tinggi.
Organizer should ensure any event or ceremony does not tarnish the image or reputation of UKM/HCTM as a Higher Education Institution.
- Sekiranya terdapat majlis rasmi hospital/universiti yang berlangsung pada tarikh yang sama dengan acara yang akan dijalankan, pihak kami terpaksa memberi keutamaan kepada majlis rasmi berikut.
If there is any formal function of the Hospital or University which coincide on the same date of the reservation made thus priority will be given to UKM/HCTM official ceremony.

PERKHIDMATAN YANG DISEDIAKAN

- Pihak ASSC menyediakan khidmat sokongan teknikal dalam bidang *Audio Visual System* jika diperlukan.
ASSC provides audio visual system technical support if required.
- Pihak penganjur boleh menggunakan khidmat katering sendiri tetapi harus mematuhi garis panduan ASSC.
Organizers are allowed to use their own catering services but must comply and adhere to ASSC guidelines.
- Hak pemberian diskaun hanya boleh diberikan oleh Ketua Pusat dan Timbalan Ketua Pusat. Permohonan perlu beserta surat/emel dan kadar diskaun tidak melebihi 20% daripada kadar sewaan asal.
The right to grant a discount can only be finalized by the Head/Deputy Head of ASSC. The applications must be accompanied by a letter or email. To add, the discount rate can be up to 10%-20% upon approval from the original rate.
- Sebarang pertanyaan sila hubungi kami di talian 03-9145 6560/6561/6562.
For any inquiry, kindly contact us at 03-9145 6560/6561/6562

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*** CAJ SEWAAN RUANG / RENTAL CHARGES**

RUANG/SPACE	SEWAAN/RENTAL	
Executive Board Room, Ground Floor	RM100/Hour	Maximum: RM 500/day
Seminar Room 4 th Floor	RM100/hour	Maximum: RM 700/day
Full HD Lecture Theater, Ground Floor	½ Day: RM800	Full Day: RM1,500/ day
Dry Lab 4 th Floor	½ Day: RM 1,500	Full Day: RM 2,500/day
Wet Lab 4 th Floor	½ Day: RM 2,000	Full Day: RM 3,500/day
Animal Operating Theater 4 th Floor	½ Day: RM 2,000	Full Day: RM 3,500/day
Samsung Sono School Theory Room (1 st Floor)	RM100/Hour	Full Day: RM 500/day
Samsung Sono School Practical Room (1 st Floor)	RM1,000.00/Day	
Galaxy Hall (2 nd Floor)	½ Day: RM 2,000	Full Day: RM 5,000/day
Orion Room (Seminar Room), 2 nd Floor	RM100/hour	Maximum: RM 700/day

Bayaran/ cek hendaklah dibuat atas nama:
Payment /cheque shall be made on :

Nama/Name	HOSPITAL UKM CHERAS
No Akaun /Account number	CIMB 8000742634