

BUSINESS UNIT

POLICIES AND PROCEDURES
TUN CHANCELLOR HALL
- Student's Club/Societies -

1. All requisition must be made through Business Unit in **Writing at least 14 working days** with the following indications :
 - a. Name of event
 - b. Date & Time of event
 - c. Preparation and Housekeeping Date
 - d. Expected Crowd
 - e. List of participated Vendor (if any)
 - f. List of equipments/facilities needed for the event (if applicable)
2. All requisition must get prior approval from STAD (STAD program approval)
3. BU will check the availability of the Grand Hall, advice on the availability and proceed with the quotation.
4. BU will issue the invoice.
5. Student will proceed payment prior to the event (via STF or other fund), depending on the activities.
6. Student's Club/Society will be fully responsible for the event and will be made responsible for other arrangement (equipments/facilities) in using/occupying the Grand Hall.

Standard Terms & Conditions

1. In the event when there is a clash in time, priority for the Grand Hall booking will be given to functions/events/activities in the following order:
 - a. Lectures, tutorials and exams
 - b. University's functions which involve VVIPs or VIPs
 - c. Students' activities
 - d. Booking by external parties
2. Should there be a booking for a function, an event or any activity of higher priority than yours, BU reserves the right to cancel your booking or propose another date or shift your activity to another venue. Prior notification will be given to the parties concerned.
3. The tenant will be held responsible to the condition and cleanliness of the Hall (and respective rooms in it). Should there be any damage to the room and should there is any damage or loss to the equipment in the room, the cost will be borne by the tenant.
4. MMU will not be responsible for any loss/damage of items/equipment brought in by the tenant to the Hall.
5. MMU has no obligation to promote the events for the tenant.
6. Parking is available at F.O.C, but no prior reservation will be made. It will be on first come first serve basis.
7. Tenants are required to comply with all other MMU rules and regulation.