



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Razak Faculty of Technology
and Informatics

GUIDELINES FOR SPACE RESERVATION AND RENTAL AT RAZAK FACULTY OF TECHNOLOGY AND INFORMATICS

1. Space reservations and rentals at Razak Faculty of Technology and Informatics (RFTI) are open to all UTM staff, students and other external users.
2. Applications of space reservations and rentals must be done through the online system only at <https://razak.utm.my/facilities-booking/>
3. Applications must be made no later than one (1) business day before the date of space usages. For space rental applications, reservations must be made no later than seven (7) business days prior to the date of space usages.
4. If space reservations are made after the office hours, the application will only be reviewed on the next business day.
5. For applications by students, applicant must first obtain approvals from his/her Research Supervisor or Program Coordinator by downloading the Approval Form at <https://razak.utm.my/wp-content/uploads/2020/06/Approval-Form-for-Space-usage-by-students.pdf>. Complete Approval Form must be attached when the online application of space reservation is made.
6. All reservations that involving other external users are chargeable and rental rates can be referred at <https://razak.utm.my/facilities-rental-rates/>
7. Applications of space reservations by any UTM staff will be charged if the use of the space involves a non-official UTM program or any paid external program whether it is organised by UTM staff or organised by external parties.
8. For space reservations and rentals by FTIR staff that involved in non-official UTM programmes, a 30% discount on the total rental values will be given excluding of additional equipment rentals such as LCD projectors, laptops, flip charts and screen displays.
9. If the application of space reservations and rentals by any UTM staff from other PTJ for any non-official UTM programmes, a discounted rental rate application may be made by official letter/e-mail to the Deputy Dean (Research, Innovation, Development and Alumni) for approval.
10. Any enquiries regarding the space reservations system can be addressed to the Facility/IT Unit of Faculty at 03-2180 5192/5219 from Monday to Friday from 8.30am to 4.30pm.

FLOWCHART FOR SPACE RESERVATION AND RENTAL AT RAZAK FACULTY OF TECHNOLOGY AND INFORMATICS

