

BOOKING/USAGE OF COLLEGE FACILITIES & EQUIPMENT RULES

Dear PORTMANians,
Please take note on the following.

1. Facilities Requisition Form must be submitted at least 7 working days in advance for approval. Last minute request will NOT be entertained.
2. Usage of facilities must be during college operating hours, (Monday to Friday, from 9.00 am to 6.00 pm except upon approval).
3. Please submit the Facilities Requisition Form to Customer Care Executive (CCE).
4. Please attach all supporting documents with the Facilities Requisition Form for approval.
5. Lecturer/Advisor`s signature is required before you submit the form for approval.
6. Upon approval, a copy of the approved Facilities Requisition Form will be given to applicant. (Please keep it as proof of evidence)
7. For weekly usage (e.g. Student Council or Millionaire Business Club), please fill in the details/sessions in one form to make an advanced booking of the venue for the entire month (monthly basis).
8. A deposit is required for all facilities booking. Please refer to the Facilities Requisition Form.
9. Students are NOT ALLOWED to hold any facilities` key(s). Advisors, lecturers or staffs that are in-charge of the students` project or event have to check out the key(s) from Admin Department (Mines 2) or Customer Care Executive (Heritage Campus).
10. Students are NOT ALLOWED to move any furniture (chairs and tables) from one room to another.
11. Disciplinary actions will be taken against those who use the facilities without approval.
12. Please keep all college facilities clean at all times and RTU.

Thank you for your attention.

The Management
PORTMAN College Sdn. Bhd.