##### Application for Sports Facilities (Staff & Student Only)

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| Name of Applicant: Click here to enter your name. | Designation: Please select |
| Student/Staff ID: e.g. 12ABB01234/ 08012 | Faculty/Course/Year/Department: Click here to enter text. |
| On behalf of (Society/Club/Faculty): e.g. Dance Club | Contact No.: e.g. 012-1234567 |
| Email: e.g. abc@1utar.my or abc@utar.edu.my | Date of Application: Select a date. |

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| **Facilities required** | **Please tick (√)** | **Date** | **Booking Time**  **(at least 1 hour)**  **e.g. 11am – 12pm** | **No. of Pax** | **Purpose** |
| Basketball Court 1 |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Basketball Court 2 |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Volleyball Court |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Futsal Court |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Tennis Court 1 |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Tennis Court 2 |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Badminton Court 1 |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Badminton Court 2 |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Badminton Court 3 |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Badminton Court 4 |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Netball Court |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |
| Football Field |  | Select a date. | Insert time. | No. of pax | Click here to enter text. |

Note: If you are representing club/society, please ignore the form below and attach your name list at the Google form.

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| **No** | **Name of Player(s)** | **Mobile Number** |
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| 40 | Insert name here. | Insert Mobile Phone No. here. |

**Sports Facilities, UTAR (Kampar Campus) - Rules & Regulations**

1. Bookings have to be made in advance.
2. All bookings will only be confirmed upon payment made.
3. Payment is to be made in accordance to the approved rates by the management.
4. Application is not transferable.
5. DSA-Sports & Recreation Unit reserves the right to reject any applications.
6. On arrival, the applicant must sign in at the reception desk, indicating details of the group (number of people and time of arrival) and do the same procedure on vacating.
7. The applicant shall ensure that the facility is used by the organization he/she represents and only for the purpose stated in this application.
8. Glass bottles, flammable and or hazardous substances and sharp objects (unless they are deemed as sports equipment) are not to be used.
9. All users must be attired in the appropriate sports wear.
10. All users must behave appropriately. Users may be asked to leave the premises if their behavior is deemed inappropriate.
11. No smoking or alcohol on premises.
12. All users must vacate the premises promptly at the end of the allotted time.
13. All furniture and equipment moved by prior arrangement is to be restored to their original position at the end of the period of usage.
14. The applicant shall ensure that the facility is cleaned up after use. Litter and property belonging to the users are to be removed at the end of the period of usage. Any costs incurred by the University in removing these items will be paid by the applicant.
15. The applicant shall be responsible for any damage of facility and/or loss of equipment.
16. DSA-Sports & Recreation Unit reserves the right to cancel the booking of or close any part of the facility for official functions. The applicant shall be notified of the cancellation/closure.
17. UTAR, its agents, volunteers and staff is not liable for any mishap, injury, illness, death, damage or loss howsoever caused.
18. Users agree to abide by any other rules and regulations as laid down by the University from time to time.