



RENTAL OF FACILITIES IN UNIVERSITI TEKNOLOGI BRUNEI (UTB)

NO	LOCATION	CAPACITY	ACCOMODATION	Rental	Remark/Option
1	Multi Purpose Hall (MPH)				
		800 - 900 pax	Ground and Mezzanine Floor Lobby Stage Male & Female Toilets Changing Room Audio Visual System Auto Projector Screen Public Address (PA) System Room	BND1000.00	The security deposit of BND400.00 must be paid with submitted form to secure any bookings. The full payment of BND1000.00 can also be made at the time of booking. The remaining payment (if any) of the rent must be paid in full at least two (2) weeks before the actual date of the function.
2	Badminton Court at Multipurpose Hall				
			4 Badminton Courts altogether VIP Viewing Area Male & Female Toilet Changing Room	BND15.00 per hour per court	Application form together with full payment must be submitted at least two (2) weeks in advance.
3	Concourse				
		100 pax	Stage Projector & Projection Display Audio Facilities Fully Airconditioned PA Room (Public Address Control Centre)	BND250.00 per day	Suitable For Religious Function & Course. Application form together with full payment must be submitted at least two (2) weeks in advance.
4	Lecture Theatre 1				
		117 seat	Projector & Projection Display Fully Airconditioned Zoned wall/Ceiling Speaker System Ready Installed Professional Audio system WhiteBoard	BND150.00 per day	Suitable for presentation, workshop, opening ceremony, etc. Application form together with full payment must be submitted at least two (2) weeks in advance.
5	Lecture Theatre 2				
		127 seat	Projector & Projection Display Fully Airconditioned Zoned wall/Ceiling Speaker System Ready Installed Professional Audio system WhiteBoard	BND200.00 per day	Suitable for presentation, workshop, opening ceremony, etc. Application form together with full payment must be submitted at least two (2) weeks in advance.
6	Lecture Theatre 3				
		117 seat	Projector & Projection Display Fully Airconditioned Zoned wall/Ceiling Speaker System Ready Installed Professional Audio system WhiteBoard	BND150.00 per day	Suitable for presentation, workshop, opening ceremony, etc. Application form together with full payment must be submitted at least two (2) weeks in advance.
7	Teratak Putih				
			Open Space Area Power Socket Outlet Lighting Wall-mounted Fan Canopy	BND150.00 per day	Suitable for gathering/orientation. Application form together with full payment must be submitted at least two (2) weeks in advance.
8	Basketball & Netball Court (Silver Jubilee)				
			Open Space Area Mastic Hard Court Surface	BND15.00 per hour per court	Application form together with full payment must be submitted at least two (2) weeks in advance.
9	Futsal				
			2 Courts (Court A and Court B) Synthetic Grass Team Bench & Resting Area Free usage of Water Dispenser 8 Nos of High Powered Floodlight Open Space Area	(8.00am -6.00pm) BND15.00 per hour per court (7.00pm -10.00pm) BND20.00 per hour per court	Application form together with full payment must be submitted at least two (2) weeks in advance.

10	Conference Room				
		20-30 pax	Audio Visual Facilities Meeting Tables and Chairs Fully Airconditioned Projector and screen Monitor/PC Screen	BND150.00 per day	Application form together with full payment must be submitted at least two (2) weeks in advance.
11	Tutorial Room (Small)				
		24 Pax	12 Nos Tables Projector & Projection Display Fully Airconditioned Whiteboard	BND40.00 per day	Application form together with full payment must be submitted at least two (2) weeks in advance.
12	Tutorial Room (Medium)				
		40 Pax	20 Nos Tables Projector & Projection Display Fully Airconditioned Whiteboard	BND80.00 per day	Application form together with full payment must be submitted at least two (2) weeks in advance.
13	Tutorial Room (Big)				
		120 Pax	60 Nos Tables Projector & Projection Display Fully Airconditioned PA System 2 Nos Whiteboard	BND100.00 per day	Application form together with full payment must be submitted at least two (2) weeks in advance.

TERMS AND CONDITIONS:

- Visitors who enter Universiti Teknologi Brunei (UTB) campus are required to identify themselves at the security post and must complete a Disclaimer Form. Anyone who refuses to do so will be denied entry to the campus.
- Use of UTB campus facilities is a privilege. All visitors shall respect the rights of others and display acceptable and appropriate behavior while being on the campus. The security/staff of the university reserves the right to refuse access and remove any individual(s) whose behavior is inappropriate or in violation of UTB rules and regulations.
- All sports activities have to be stopped upon call for prayers.
- Inappropriate behavior includes, but is not limited to:
 - Vulgar, obscene, abusive, derogatory, verbal abuse or demeaning comments
 - Use of profanity or obscene gestures or actions
 - Fighting and/or unsportsmanlike conduct
 - Exhibiting abusive behavior, either verbal or physical
 - Displaying overt sexual behavior or engaging in sexual harassment or other types of harassment
 - The possession, use and/or distribution of non-prescription drugs, dangerous weapons or alcohol
 - Smoking and/or use of any tobacco products
 - Posing an unreasonable risk to health or safety to others
 - Damage to or destruction of any property of UTB or property of others while on UTB campus.
- For safety, public health issues, body image, and to protect the facility/equipment, proper attire is required at all times. Visitors not wearing appropriate clothing or clothing found to be offensive will be told to adjust as needed or asked to leave UTB campus.
- Entrance and exit of the campus/facility must be through the designated UTB main entrance and exit only.
- Reporting Unusual Events
 - In case of any suspicious or unusual object or person, you must report immediately to the security.
 - If there is any suspected burglary or theft of personal belongings or work equipment, you must report immediately to the security.
 - In case of a fire around campus – you must report it immediately to the security.
 - In case of an injury or a medical event you must report it immediately to the security.
- Parking – You must park only in marked or unmarked designated parking spaces and according to traffic signs within the UTB campus.
- Driving around campus will be done according to traffic signs and/or the security guards' instructions.
- UTB will not be held liable for any accidents, injury, damage or loss to person or to your property, vehicles, and belongings during the time of activities of the visitors in the UTB campus.
- In case of any emergency, please evacuate the premises and gather at the designated Assembly Points.
- UTB reserves the right to amend any of the above rules without giving prior notice.

NOTE: Any individual not fully complying with the above Terms and Conditions will be asked to immediately vacate the premises. UTB also reserves the right to refuse admittance to any individuals who impede our ability to manage and operate facilities and/or disrupt programs and services. In severe circumstances, other actions may be imposed in accordance with UTB policies and the Laws of Brunei Darussalam.

TIME	USER
Monday and Tuesday from 4.30pm to 10.00pm Thursday 4.30pm to 10.00pm (Divided amongst Staff)	STUDENTS
Wednesday and Saturday from 4.30pm to 10.00pm Thursday 4.30pm to 10.00pm (Divided amongst Students)	STAFF
Fridays, Sundays & Public Holiday	PUBLIC