

## Convention Center Reservation Form

### Requester's Information

\* Requester will be considered as the main in-charge person.

Department/College/Deanship:	<input type="text"/>	Organization:	KSAU-HS <input type="checkbox"/>	MNGHA <input type="checkbox"/>
Sub-Department:	<input type="text"/>	Extension:	<input type="text"/>	
Departmental Email:	<input type="text"/>	Requesting Date:	<input type="text"/>	
Requester Name:	<input type="text"/>	Requester Email:	<input type="text"/>	
Requester Badge:	<input type="text"/>	Signature:	<input type="text"/>	

### Event/ Activity Information

- The tentative reservation by email is valid for only two weeks.
- Completed reservation should be three months before the event date.

Event/Activity Title:	<input type="text"/>		
Date:	From <input type="text"/>	To <input type="text"/>	(Total Requested Days including set up and removal)
Event/ Activity Type:	Conference <input type="checkbox"/>	Symposium <input type="checkbox"/>	Course <input type="checkbox"/> Workshop <input type="checkbox"/> Other <input type="text"/>

Attendees	Time	Venues Requested	Duration (Number of Days)
<input type="checkbox"/> • Less than 100 Seat	<input type="checkbox"/> • Regular Shift	<input type="checkbox"/> • Main Hall 1500 Seat	<input type="checkbox"/> • Exhibition (Lobby)
<input type="checkbox"/> • 100 – 250	<input type="checkbox"/> • After hours	<input type="checkbox"/> • Lecture Hall A 250 Seat	<input type="checkbox"/> • Mezzanine Floor
<input type="checkbox"/> • More than 250 Seat	<input type="checkbox"/> • Weekend	<input type="checkbox"/> • Lecture Hall B 100 Seat	<input type="checkbox"/> • VIP Room (Ground Floor)
		<input type="checkbox"/> • Lecture Hall C 100 Seat	<input type="checkbox"/> • Green Room (Basement)
			<input type="checkbox"/> • Prayer Room (Ground Floor)
			<input type="checkbox"/> • Event Days <input type="text"/>
			<input type="checkbox"/> • Set-up Days (before) <input type="text"/>
			<input type="checkbox"/> • Removal Days (after) <input type="text"/>
			<input type="checkbox"/> • Total Requested Days <input type="text"/>

### General Rules

#### General Rules Agreement

- 1- The Reservation Form must be signed by a Director or above and submitted through [Conventioncenter@ksau-hs.edu.sa](mailto:Conventioncenter@ksau-hs.edu.sa)
- 2- In case of a Pandemic, KSAU-HS will follow the precautionary regulations & restrictions of the Ministry of Interior & Weqayah.
- 3- Food will be served on the Mezzanine Floor only as it is not allowed to have food or drinks inside the halls.
- 4- Any damages and improper use of venues and equipment will be charged to the requesting department and person in charge as per policy.

#### Department Head Confirmation

Director/General Director/Dean/Vice President

Signature:

Date:

### Departments To Contact

- 1- For Media Support, fill Media Services Form (JOR) to request the required Service and please note that Media support is available for only one day during set-up days. Contact them at ext. 91222 or [\\_media1@mngha.med.sa](mailto:_media1@mngha.med.sa).
- 2- Opening the venues should be arranged with Key Control. Contact them at ext. 91212 or [keycontrol@ksau-hs.edu.sa](mailto:keycontrol@ksau-hs.edu.sa).
- 3- Upon the approval of the requested booking, Gate Pass must be contacted directly at ext. 92439 or [gatepass@ksau-hs.edu.sa](mailto:gatepass@ksau-hs.edu.sa) for security clearance, gate pass, permission for third-party workers to install equipment and devices.
- 4- For Security Support such as, more security staff, traffic regulation, or requesting an ambulance contact Security Department at ext. 92401 or [security-cr@ksau-hs.edu.sa](mailto:security-cr@ksau-hs.edu.sa).
- 5- If a scientific exhibition, banners, or anything else is needed to be installed or hanged up, a request must be submitted to Technical Affairs at ext. 91404 or [technicalaffairs-cr@ksau-hs.edu.sa](mailto:technicalaffairs-cr@ksau-hs.edu.sa). To follow up the request, contact Utility and Maintenance Department at ext. 91448 or [u&m-ta@ksau-hs.edu.sa](mailto:u&m-ta@ksau-hs.edu.sa)
- 6- IT Services Department will provide necessary IT services such as supplying and installing computers and printers, LAN and internet access, and It support staff (on standby) in the activity venue. Contact them at ext. 98002 or [ITS\\_GDO@ksau-hs.edu.sa](mailto:ITS_GDO@ksau-hs.edu.sa).
- 7- Catering will be based on the current approved contract with Food Services at KSAU-HS; if any, outside caterers must rearrange with Food Services [catering@ksau-hs.edu.sa](mailto:catering@ksau-hs.edu.sa).

### Approval

#### Availability of Booking:

Available  Not Available

#### Media Service Support

Available  Not Available

#### Reviewed and Approved by:

Director, Administrative Affairs, PE, KSAU-HS  
Mr. Abdulkarim Aldraiweesh

Signature:

Date: