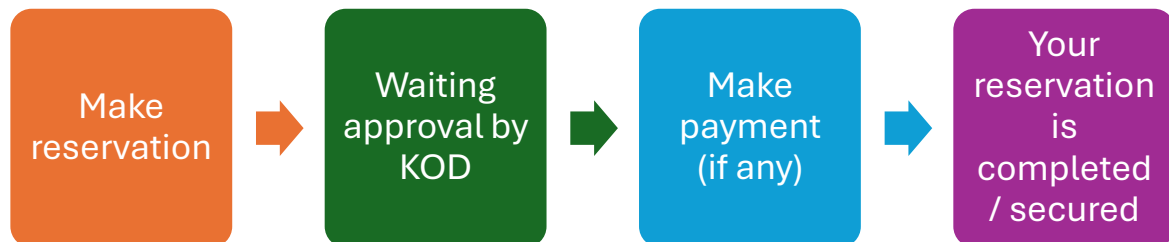


## TERMS & CONDITIONS

Venue Name : All Meeting Rooms in KOD

Please read through our Terms & Conditions (TNC) carefully prior to engaging in our services. These TNC will be enforced on all orders with no exceptions. By making a booking for our venues, or accepting our services, you agree to abide by these TNC.

### BOOKING FLOW



### REGULATIONS:

1. Bookings are subject to **availability and priority**.
2. The venue must be used only for the approved purpose and time.
3. For student's programme, Approval Letter of Student Activities must be attached
4. Applications for booking must be made in 5 Working Days prior to the function date.
5. Any postponement/cancellation of the request must be informed 2 working days in advanced and a new application needs to be submitted.
6. Users must vacate the venue promptly at the agreed time.
7. In case of emergencies (e.g., fire alarm, power failure), all attendees must follow the university's safety protocols and evacuation procedures.
8. Applicant must ensure the cleanliness of the venue and safety of its facilities at all time.
9. Non-compliance with the booking rules may result in immediate termination of the booking or future booking privileges being revoked.
10. KOD has the right to **DECLINE** any late application and if applicants does not comply with any of the terms and conditions stated above

KOD reserves the right to change these TNC at any time without prior notice. In the event that any changes are made, the revised TNC shall be posted on this website immediately. Please check the latest information posted herein to inform yourself of any changes