



## Student Development and Services Department (SDSD)

University College of Technology Sarawak (UCTS)  
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# Attn: All Unicity Hostel Occupants

Date: 19/12/2017

## 1. Usage of Multipurpose Hall (Level R)

- Kindly be informed that the multipurpose hall (Level R) in Unicity Hostel are used for group study/ revision.
- Student are not allowed stay at multipurpose hall after 11pm.
- User should switch off the fan and light after used.
- Any assignment involving concrete platform such as building design/ modelling should be conducted in the Studio or workshop within the campus to avoid the damage of facilities in multipurpose hall.
- Any event/ function that need to be conducted in multipurpose hall, student are request to:
  - ❖ Write in formal and send the letter to Mr. David in SDSD
  - ❖ Application is subject to approval.
  - ❖ Subjected to the rules and regulations as follow:
    - \* Application have to been done at least 1 week earlier.
    - \* No item left over after event (extension wire, container, glue etc.)
    - \* Ensure the cleanliness after the event.
    - \* Make sure all the tables and chairs arrange back in original position after used.
    - \* Any broken found on the asset in the multipurpose hall during the event will be charge to user accordingly.

## 2. Approval of Poster to be pasted in the Unicity hostel

- All poster wish to be pasted in the Unicity hostel is subject to the approval by Mr. David in SDSD.
- Any poster found without approval will be removed by hostel management.
- No poster allowed in the lift.

## 3. Laundry Usage

- No shoes, coins or hard object is put into the washing and dryer machine while being in use.
- Do not move the tables and chairs; not extra table are allowed to move in laundry room (please refer to attachment).

Your cooperation is highly appreciated. Thank you.