Steps for Submitting Request for Room Reservation through website
1. Go to DAR Website at http://regweb.kfupm.edu.sa and click “Room Reservation”
2. Fill the form as directed below

Deanship of Admissions and Registration
Office of the University Registrar

Request for Room Reservation in term: 033

REQUEST FOR ROOM RESERVATION FORM

Note: For the reservation of Class Room Auditoriums during weekends or after 5 PM during weekdays, please call Audio Visual Department on Phone # 4037

Contact Information
Name *
Phone *
E-mail *

Event Information
Occasion *
Date *(dd-mm-yy) From: 
End Time *
Requested Room Capacity *
Preferred Location * 1st Choice Building # * Room # * 2nd Choice Building # Room # 3rd Choice Building # Room #

Select the dates by clicking the calendar icons
Write the Days for example SMW, UT, SUMTWRF etc
Write Your Name
Write Your Phone No.
Write your email address
Write the Occasion for example Major exam, Seminar etc
3. Fill the form as directed below and then click the submit button.
Review your selections carefully, if ok press "Submit request for Room Reservation" otherwise click “go back” and reselect your choice and submit again. If you have some corrections click “go back” and reselect your choice and submit again.
5. You have successfully submitted your request for room reservation, you will be soon informed about the status of your request via email.
6. If your request for room reservation is approved you will get an email like below giving all the details of the room which is reserved.

From: REGISTRAR OFFICE[registrar@kfupm.edu.sa]
To: jahangir@kfupm.edu.sa
Subject: Your request for room reservation is approved

Building: 24 Room: 114
Date: From: 23-3-2004 To: 31-3-2004
Days: sm
Start Time: 7:30 AM End Time: 8:30 AM
Term: 20032

The above room(s) has been reserved for you.

Note: The room is of more capacity than requested.

Please update your records accordingly.

Thank You

Ahmad A. Al-Dharrab
University Registrar
King Fahd University of Petroleum & Minerals
7. If your request for room reservation is not approved you will get an email like below giving the reason because of which the requested room could not be reserved.

Extra line breaks in this message were removed. To restore, click here.

From: REGISTRAR OFFICE [registrar@fupn.edu.sa]
Subject: Your request for room reservation is not approved
To: jahangri@fupn.edu.sa
Cc: 

Building: 24
Room: 134
Date: From: 23-3-2004 To: 31-3-2004
Days: Mon
Start Time: 7:30 AM  End Time: 6:30 AM
Term: 20032

We could not reserve the above room(s) for you because it is to be booked by audio visual dept.

Note: The above room is not in our custody and it is to be booked by audio visual dept.

Please update your records accordingly.

Thank You

Ahmad A. Al-Dharrab
University Registrar
King Fahd University of Petroleum & Minerals