**GENERAL SERVICES OFFICE**

**VENUE RESERVATION FORM**

Name of Applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Applied : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue (Please Check):

 \_\_\_\_\_ AVR

 \_\_\_\_\_ Class Room (Specify the room) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Quadrangle

Reserved Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_

Others (Please Indicate/Check): **Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_ Sound System \_\_\_\_\_ Flag/s \_\_\_\_\_ No. of Tables (*Please indicate the needed no. of tables)*

\_\_\_\_\_ Microphone \_\_\_\_\_ Podium \_\_\_\_\_ No. of Chairs (*Please indicate the needed no. of chairs)*

**Terms and Conditions:**

1. Installation of heavy structure on the floor is not allowed;
2. The use of pyrotechnics, explosive devices and flammable substance is strictly prohibited;
3. The GSO should be informed of the postponement or cancellation of the activity at least 4 days before the reserved date/s to accommodate other activities;
4. Always observe cleanliness and orderliness;
5. Conservation of energy and water should be observed;
6. Using of fire/flammable materials or substances are not permitted;
7. Installation of the following without permission is not allowed: posters; display booths; cooking appliances; electrical appliances;
8. Chewing of betel nut (momma) and bubble gum are not allowed in the college campus. Guards are mandated to confiscate momma under the possession of anyone within the college vicinity;
9. Activity must go on according to the stipulated schedule; All activities shall end at 9:00 pm, except when extension is permitted;
10. Visitors are required to seek for clearance from the Security Guards;
11. Visitors from outside should be properly oriented to observe good conduct and proper etiquette during their stay inside the campus;
12. The applicant is responsible for any damage incurred during the use of the venue/facility/equipment;
13. Damaged facilities/equipment incurred during its use by the applicant which is not due to natural cause shall be replaced/repaired by him; and
14. Maximum capacity of the venue should be observed.
15. **Honorarium shall be provided by the requesting organization to the operator if the activity is scheduled beyond 5:00 p.m weekends and holidays.**

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| **VENUE**  | **CAPACITY** |
| **Audio Visual Room (AVR)** | **55 - 65** |
| **Nursing Audio Visual Room (AVR)** | **55 - 65** |
| **Classrooms** | **55 - 65** |
|  |  |

*I hereby accept and agree to abide by all the terms and conditions stipulated above.*

Conforme:

 Signature of Applicant/adviser if any

Noted:

 **CAROLYNE DALE A. CASTAÑEDA-IGUID**

 *Events Management Coordinator*

Approved:

 **JAYSON A. OMAWENG**

 *GSO Director*