**EVENTS MANAGEMENT OFFICE**

**VENUE RESERVATION FORM FOR ADMIN. LOBBY**

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

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

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Department/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Terms and Conditions:**

1. Always observe cleanliness and orderliness;
2. **The requesting department/unit shall clean and fix the lobby before and after their activity.;**
3. Conservation of energy should be observed;
4. Using of fire/flammable materials or substances is not permitted;
5. Activity must go on according to the stipulated schedule;
6. **The applicant is responsible for any damage incurred during the use of the venue/facility/equipment;**
7. **Damaged facilities/equipment incurred during its use by the applicant which is not due to natural cause shall be replaced/repaired by him; and**
8. **If the activity falls on a weekday, the requesting department/unit shall inform the offices located in the Admin Lobby regarding the activity.**

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

Conforme:

Signature of Applicant

Approved:

**CAROLYNE DALE CASTAÑEDA -IGUID**

*Events Management Coordinator*

***COPY FURNISHED:***

1. File
2. Events Management Office
3. Civil Security