**EVENTS MANAGEMENT OFFICE**

**VENUE RESERVATION FORM FOR COLLEGE AUDITORIUM**

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 should clean and fix the venue of the program before leaving;**
3. **Conservation of energy should be observed;**
4. **Using of fire/flammable materials or substances are 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. **Maximum capacity of the venue should be observed following the imposed minimum health standards by the Inter Agency Task Force on Covid-19.**
9. **The requesting department/unit should seek clearance from the Civil Security Office if the activity will adjourn after 8PM.**
10. **The requesting department/ unit should inform the Auditorium Custodian if the activity will adjourn after 8PM.**
11. **The requesting department/ unit shall be responsible of the set-up and borrowing of needed equipment to be used during the conduct of the activity.**

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

Conforme:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant

Noted:

**CAROLYNE DALE CASTAÑEDA -IGUID**

*Events Management Coordinator*

Endorsed:

**MELVIN G. PASONG**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*College Auditorium Custodian**PE Instructor*

**EDGAR B. MAPANGDOL**  **ALFRED O. FOMOCAO JR.**

*SCJELA Dean**SHE Dean*

Approved:

**JAYSON A. OMAWENG**

*GSO Director*

***COPY FURNISHED:***

1. File
2. Events Management Office
3. College Auditorium Custodian
4. GSO Office
5. Civil Security