



UP MINDANAO

OFFICE OF THE VICE CHANCELLOR
FOR ADMINISTRATION

Address: Administration Building, Mintal,
Tugbok District, 8221 Davao City
Telefax: 063-082-2930258
Email: ovca.upmindanao@up.edu.ph

ROOM REQUEST FORM

Control Number _____

INFORMATION

1. Date of the Request: _____

2. Requesting Party/Organization: _____

Faculty Student Admin Staff REPS

3. Room to be used: _____

4. Purpose of Room Use: _____

5. Date of Room Use: _____ 6. Time: _____

7. Endorsed by: _____

Signature over Printed Name/Designation and Date

8. Approved by: **ASST. PROF. LEO MANUEL B. ESTANA** _____
Vice Chancellor For Administration Date

GUIDELINES FOR LORENZO HALL USE/ATRIUM, etc

1. The requesting party must provide the Security Guard a copy of the approved Room Use Request form.
2. The requesting party must not go beyond the requested and approved hours.
3. The requesting party must ensure that LOITERING is NOT ALLOWED.
4. The requesting party that is allowed to use the Lorenzo Hall is permitted to use ONLY the first floor comfort rooms. The groups that use the atrium can use the CHSS Bldg comfort rooms.
5. The requesting party must ensure that all borrowed equipment are returned immediately after use.
6. The requesting party must make sure that lights, electric fans/air conditioners and other electric devices are turned off after use. Make sure also to turn off the projector after use.
7. The requesting party must ensure that no University property will be damaged.
8. The requesting party is responsible for cleaning up the room after use, regardless of time.
9. In case of postponement/cancellation of event, the requesting party must inform the OVCA for the cancellation of its reservation at least (3) working days before the event to give way to other users.

Important Note: The OVCA reserves the right to cancel the reservation anytime as it may deem necessary.

CONFORME:

Printed Name & Signature: _____ Mobile No. _____

Organization: _____ Email Add. _____

Activity/Date of Activity: _____