

ATENEO DE DAVAO UNIVERSITY
AUDIO-VISUAL CENTER

RESERVATION FORM
Viewing Rooms/Materials/Equipment

Date of Filing _____ Department/Office _____ Subject _____

Borrower _____
(Faculty & Non-Teaching Staff) Last Name _____ First Name _____ M.I. _____ Contact # _____

Authorized Eqpt. Pickup Representative _____
(Student) Last Name _____ First Name _____ M.I. _____ Contact # _____

Details of Reservation:

Date Needed	Time Needed	Room	Purpose
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AV Materials: _____

AV Rooms: ___AVR-A ___AVR-B ___AVR-C ___AVR-D ___PREVIEW ROOM

AV Equipment: ___LCD ___HDMI Document Camera ___Microphone ___Projection Screen ___Xplod Cassette Player
___Waistband Amplifier Speaker ___Cassette Player ___Audio Recorder ___Wireless Microphone with Speaker, Karaoke
___Others (Pls. Specify) _____

POLICIES and GUIDELINES

Equipment *(LCD Projector, HDMI Document Camera, Projection Screen, Cassette Player, Audio Recorder, Waistband Amplifier Speaker, Wireless Microphone with Speaker, Karaoke)*

- ❖ Due to the limited number of equipment, reservations should be made at least one week before the date the equipment will be needed.
- ❖ Requesting parties are required to fill out the Reservation Form. All necessary information must be entered. *No form or reservation policy is observed.*
- ❖ Faculty and administrators who wish to use the equipment outside of the ADDU campus or over the weekend should seek the approval of the Director of Libraries.
- ❖ The borrower or authorized representative should pick up the LCD projector and return it to the AVR office.
- ❖ Faculty and authorized representative should leave their valid ADDU I.D. at the AV office when borrowing equipment or any Audio-Visual materials.
- ❖ The equipment should be supervised. The borrower will be held liable for loss or damage to the equipment arising from neglect, misuse, or abuse.

Viewing Room

- ❖ The viewing room can only be reserved for projection purposes and not as an ordinary classroom. Reservation will not be granted if only an overhead projector and a sound system are used.
- ❖ Drama presentations and club activities are not allowed in the viewing room.
- ❖ The Audio-Visual Center acquires Documentary and Instructional materials only. Faculty who wish to view motion picture films may bring their collections.
- ❖ The viewing room should be reserved at least one week before the actual use. However, on-date use is accepted if no one has placed a reservation.
- ❖ Faculty are allowed ten (12) viewing hours a month and part-time faculty (6) viewing room hours. Requesting parties are required to fill in the Reservation Form at the Audio-Visual Office. *No Form Or Reservation Policy is observed.*
- ❖ Eating, drinking, and smoking are not allowed inside the Viewing Rooms.

Preview Room

- ❖ The administrator and faculty who wish to preview educational and instructional materials may use the preview room.
- ❖ Reservation should be made at least an hour before actual use.

Instructional Materials

- ❖ Only ADDU faculty members are allowed to borrow AV Instructional materials.
- ❖ Faculty may loan out five (5) titles for overnight use.

I have read and understood the policies and guidelines regarding the use of Audio-Visual Viewing Rooms, Materials and Equipment. I will be held liable for loss or damage to the materials and equipment arising from neglect, misuse, or abuse.

Borrower's Signature _____
Faculty & Non-Teaching Staff

Received/checked by: _____
AudioVisual Staff