

ATENEO DE DAVAO UNIVERSITY
Miguel Pro Learning Commons
2/F, Community Center of the First Companions, ADDU Jacinto

Multi-Purpose Room
RESERVATION FORM

Date Filed _____ Department/Office/Club/Organization _____
Title of the Event _____

Requestor _____
Last Name First Name M.I. Mobile and Local Number

Details of Reservation:

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

Expected Number of Participants: _____

Participants include:

_____ Students _____ Faculty _____ Administrators _____ Staff _____ Non-ADDU Guests

**Events with Non-ADDU Guests will be referred to the office of the Asst. to the President for CCFC Operations*

Materials and Equipment needed:

_____ LCD _____ Laptop _____ Wireless Microphone _____ Projection Screen _____ Laser Pointer
_____ Others, please specify.

Meal/s Preparation:

Name of Food Service Provider/ Caterer: _____
As Per CCFC House Rule No. IV, bringing in of food with strong odor is highly discouraged.

_____ AM Snacks _____ Lunch _____ PM Snacks _____ Dinner _____ Water Dispenser (Php 50.00 per gallon)

Rates: *(The rates apply to all ADDU offices and departments. Events organized by the students, i.e. Samahan and campus clubs, are free of charge.)*

_____ Whole Day (8:00 AM – 5:00 PM) - *Php 5,000.00 only*
_____ Half Day (8:00 AM–12:00 noon OR 1:00 PM–5:00 PM OR 5:00 PM-9:00 PM) - *Php 2,500.00 only*

Mode of Payment:

_____ Fund Transfer to DCB-Library Account No. 7501-8309
_____ Cash payment at the University Cashier (Statement of Account will be provided, and copy of the receipt shall be submitted to the MPLC)

I have read and understood the policies and guidelines regarding the use of the Multi-Purpose Room and that I will be held liable for loss or damage to the premises and equipment arising from neglect, misuse or abuse.

Requestor's Signature above Print Name

Received & Checked by _____ Date: _____
Miguel Pro Study Center Staff

Approved by: _____ Date: _____
Director of Libraries and AVC

GUIDELINES ON THE RESERVATION OF THE MULTIPURPOSE ROOM

The Multi-Purpose Room (MPR) is intended primarily for library activities such as orientations and instructions. Students, faculty, and offices may request to use the area for events such as conferences, forums, assemblies, conventions, seminars, and meetings.

The following are guidelines when availing of the use of Multi-Purpose Room. Reservation concerns not covered by these guidelines should be directed to the Miguel Pro Learning Commons (*Email: mplc@addu.edu.ph; Telephone Extension: 8235*)

1. General Guidelines

The following are general guidelines covering the reservation and use of Multi-Purpose Room.

- 1.1 The use of the Multi-Purpose Room is by Reservation only.
- 1.2 Generally, the multi-purpose room may only be reserved through a written letter of request addressed to the Director of Libraries
- 1.3 The University strictly complies with the Fire Code requirement of providing safety measures in its use of facilities by disallowing over-crowding in all function rooms. This room may, therefore, only be filled to the regular seating capacity.
- 1.4 Deadlines for reservation and cancellation are to be complied with to enable others to also avail of the facilities
- 1.5 Users must ensure that the venue is clean and damage-free after their activity. The payment of rental fees does not include willful nor accidental damage to equipment or any part of the facilities, nor does it include major clean up by University maintenance personnel. The user shall be accountable for any damage to the facilities or the loss of equipment in the room if it is established that such damages or losses occurred during the period the room was reserved. Also, upon inspection of the venue after any event, any loss or damage incurred will be to the account of the last user. All users are advised to report any loss or damage discovered within the venue premises before or after the event/activity.
- 1.6 Driving of nails and screws into the walls is prohibited. Please refrain from using any adhesive on the walls to attach papers, posters, and other items.
- 1.7 If there is a need for tables and additional chairs, the requesting party may request to the Physical Plant Office.
- 1.8 Extended hours of the event that is beyond the Miguel Pro Learning Commons hours or beyond the reservation hours (applicable only on the evening event), the user or requesting party will be charged with overtime pay of the janitor and the MPR in charge.

2. Making Reservation

- 2.1 Reservation of the Multi-Purpose Room and the equipment needed should be made at least two weeks before the actual activity/event. However, on-date use is accepted if no one has placed a reservation on that day.
- 2.2 For student organization/club, the letter should indicate the approval of the club moderator and/or the Office of the Student Affairs (OSA).
- 2.3 Requestors are required to fill in the Reservation Form after the Director of Libraries has approved the request letter. All necessary information must be entered. A “No form, No Reservation” policy is observed.
- 2.4 Late reservations, i.e., those that fall short of the required processing time, may only be processed if approved in writing by the Director of Libraries. The requestor must present the approved request to the MPR In-charge at the Miguel Pro Learning Commons, so that the late reservation may be processed.

3. Cancellation and Penalty

Reservation for the MPR that will no longer take place should be canceled as soon as possible to enable others to make use of the facility.

- 3.1 No cancellation penalty will be imposed for the following:
 - 3.1.1 A reservation that is canceled before approval;
 - 3.1.2 An approved reservation that is canceled, at the latest, two (4) working days before the activity.
- 3.2 A 10% penalty of the prevailing rate may be imposed for the following:
 - 3.2.1 Cancellation of an approved reservation less than two (2) days before the activity.
 - 3.2.2 Non-use of an approved reserved venue.
- 3.3 If the requestor has already accumulated three (3) counts of penalty for cancellation during a semester, the said requestor might be prohibited from reserving a venue for the rest of the school year.