



MIRIAM COLLEGE
Administrative Services Division

FACILITIES RESERVATION FORM (INTERNAL USER)

Requisitioner's Name		Date Needed/Time Needed	
Unit/Office		Signature of Unit/Department Head/Date	
Local Number	Direct Line	Email Address	
Purpose/Function		Anticipated Attendance	Charge to Account Number

FACILITIES & INCLUSIONS

MARIAN AUDITORIUM	CARITAS SEMINAR ROOM	ESI CONFERENCE ROOM	MINI FOREST	OTHERS (Please specify)
Sound system Lights Microphones LCD projector Dressing rooms <input type="checkbox"/> with air conditioner <input type="checkbox"/> without air conditioner	Air conditioner Sound system Microphones Pantry Separate male/female toilet Veranda	Air conditioner Sound system Microphones Separate male/female toilet	Gazebo Sound System Microphones	
5 Security guards (maximum) 5 Janitors (maximum) 1 Maintenance	1 Security guard 1 Janitor 1 Maintenance	1 Security guard 1 Janitor 1 Maintenance	1 Security guard 1 Janitor 1 Maintenance	
Ingress Schedule		Egress Schedule		

COMPUTATION OF CHARGES

FACILITY CHARGE			
<input type="checkbox"/> Marian Auditorium <input type="checkbox"/> Caritas Seminar Room <input type="checkbox"/> ESI Conference Room <input type="checkbox"/> Mini Forest <input type="checkbox"/> Others			
Quantity	No. of Hours	Additional Furniture/Equipment Needed (leased per hour)	Amount
		<input type="checkbox"/> Monoblock chair	
		<input type="checkbox"/> Table (small/long)	
		<input type="checkbox"/> Moving heads	
		<input type="checkbox"/> Lapel microphone	
		<input type="checkbox"/> Sound system	
		<input type="checkbox"/> Electric fan	
		<input type="checkbox"/> Air conditioner	
		<input type="checkbox"/> Projector <input type="checkbox"/> Overhead <input type="checkbox"/> LCD <input type="checkbox"/> Slide	
		<input type="checkbox"/> Projector screen	
		<input type="checkbox"/> CD, VCD or DVD player	
		<input type="checkbox"/> Television	
		<input type="checkbox"/> Additional microphone stand	
		<input type="checkbox"/> Movable board	
		<input type="checkbox"/> Tent	
		<input type="checkbox"/> Panel board/Exhibit board <input type="checkbox"/> 14' <input type="checkbox"/> 21' <input type="checkbox"/> 29'	
		<input type="checkbox"/> Plant <input type="checkbox"/> Ciphrichi <input type="checkbox"/> Palmera	
Number	No. of Hours	Staff Needed (charged per hour)	Amount
		<input type="checkbox"/> Maintenance	
		<input type="checkbox"/> Janitor	
		<input type="checkbox"/> Security Guard	
		<input type="checkbox"/> Technician	
Summary of the Computation of Charges			
Facility			
Furniture/Equipment			
Staff			
TOTAL			

Approved by: Administrative Services Division Director	Date Submitted:
Accounting Remarks:	Date of Payment:

FOR ASD USE ONLY
Person Responsible

The renter agrees that the following policies, terms, and conditions shall be applicable to the use of any of the facility leased:

1. Booking and Reservations:
 - 1.1 The renter must acquire and submit the duly accomplished reservation form at the Administrative Services Division.
 - 1.2 Renter must read, understand, and signed the contract at the back of the form before submitting to ASD.
 - 1.3 Venue must be reserved at least 3 business days in advance.
 - 1.4 For those offices/organizations who opted to pay in cash, credit cards, manager's check, and bank transfers are the modes of payment accepted by MC.
 - 1.5 Reservations will be deemed valid and confirmed only upon the submission of approved facilities reservation form to ASD.
 - 1.6 Additional charges will be billed to the renter account.
 - 1.7 Reservations date can only be changed twice depending on the availability of the venue.
2. Damages:
 - 2.1 The renter has full responsibility of the Marian Auditorium and is therefore liable for any damage to property incurred during the period of use.
 - 2.2 MC reserves the rights to terminate any activity or event that poses a threat to the integrity of the facility or the safety of participants and guests.
 - 2.3 For damages incurred in the use of the Marian Auditorium, renter will be billed for any cost of repairs to the venue, both inside and outside the building and its peripherals.
3. Cancellations:
 - 3.1 In case of cancellation, it must be made in writing 7 days prior to the event. If cancellation is done on the day of the event 10% of the total amount will be charged unless cancellation is due to force majeure (e.g. natural calamities, political unrest, etc.).
4. Restrictions:

Rental facility/venue is restricted to the minimum/maximum capacity of the venue:

Marian Auditorium	-	500 to 1,050 persons
Caritas Seminar Room	-	20 to 80 persons
ESI Conference Room	-	50 to 200 persons
Mini-Forest	-	up to 1,000 persons

 - 4.1 Renter will only have access to rented facility. Loitering beyond the rented venue will not be permitted.
 - 4.2 Renter must submit list of event sponsors, if any. MC will not host events that are sponsored by corporations/entities whose values are not aligned with MC's mission and vision (e.g. liquor and cigarette manufacturers, petrol companies, etc.).
 - 4.3 Renter must seek approval from the Communications and Marketing Office for media coverage, including print, TV, radio.
 - 4.4 MC is a smoke-free campus. Smoking is not allowed within the premises.
 - 4.5 Use and or possession of alcohol and illegal substances are strictly prohibited.
 - 4.6 Eating and drinking inside the Marian Auditorium is strictly prohibited.
 - 4.7 Balloons, candles, incense, sparklers, fireworks or pyrotechnics and other flammable materials (e.g. hazardous chemicals) are strictly prohibited on campus.
 - 4.8 Renter has the responsibility to bring own garbage bag and clean up and dispose trash before, during, and after the use of the venue.
 - 4.9 Vandalism and rowdy behavior are not tolerated.
 - 4.10 Pets are not allowed at the venue.
5. Furnishings and Equipment:
 - 5.1 No equipment, tables, chairs and other furnishings in the backstage should be removed, transferred or extracted from the rented venue.
 - 5.2 Any request for additional equipment and/or furnishings made during the event will be granted depending on the availability of such requirements and will be charged accordingly.
6. Props and Decorations:
 - 6.1 Glue, paint, double-sided/mounting tape and puncturing devices (e.g. pins, nails, tacks, staples) cannot be used on the walls, ceiling, floor or furniture.
 - 6.2 Only masking tape or painter's tape may be used to hang decorations.
 - 6.3 The use of natural materials in lieu of glitter confetti or other substances that cause debris.
 - 6.4 No construction is allowed in the rented facilities. This includes nailing, drilling and painting.
7. Medical Emergencies:
 - 7.1 In case an ambulance is needed, the renter or a representative prompts any one of the security personnel, stationed at the four doors of the auditorium or at the Security Office located at the Lower Lanai, MMJ Building.
 - 7.2 The security personnel coordinate with the Detachment Commander or the Assistant Commander for the use of the ambulance.
 - 7.3 The renter acknowledges the use of the ambulance by paying the amount of five hundred pesos (P500.00) to the cashier on the day of the event.
8. Ingress/Egress:
 - 8.1 The renter is expected to observe the policy on security pass permits.
 - 8.2 Renter must abide by the ingress/egress schedule agreed upon, as indicated in reservation form.
 - 8.3 Renter must also take care to keep the activity within the reserved period (changes will be incurred otherwise).

Signature over Printed Name

Designation