



Reference No.: BatStateU-FO-REQ-06

Effectivity Date: January 3, 2017

Revision No.: 00

Document Title:	REQUEST FOR THE USE OF UNIVERSITY FACILITY		
Facility being Requested:			
Requesting Office/ Unit/ Organization:			
Intended Date of Use:		Time:	
Purpose:	<input type="checkbox"/> Seminar/Training <input type="checkbox"/> Meeting <input type="checkbox"/> Special Class/ Class Activity <input type="checkbox"/> Acquaintance <input type="checkbox"/> Presentation <input type="checkbox"/> Others, specify: _____		
Participants who will Use the Facility:	<input type="checkbox"/> Faculty <input type="checkbox"/> Students <input type="checkbox"/> External Partners <input type="checkbox"/> Staff <input type="checkbox"/> Parents <input type="checkbox"/> Others, specify: _____		
Person in Charge during the Event:		Position:	
Miscellaneous requests:	<input type="checkbox"/> Basic Sound System <input type="checkbox"/> Operator <input type="checkbox"/> Maintenance Personnel <input type="checkbox"/> Others, specify: _____		
Venue Reserved prior to Request?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date of reservation:	
Requested by:		Date Signed:	
Approved:	Remarks:		
Prof. JOVITO C. PLATA Director for General Services			

Required Attachments: (1) Approved Request for the Conduct of the Activity; (2) Program of Activities/Notice of Meeting, as applicable