

## VENUE RESERVATION FORM

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Date Filed: \_\_\_\_\_ Date of Reservation: \_\_\_\_\_



SCC  
Name of Organization:  
Community

Name of Office/Organization:

Mode of Reservation:

I. Half day      From:                      To:

I. Whole day      From:                      To:

I. Specific

Reservation:      Gym    Quadrangle      SHS lecture Rooms      Multi-Purpose Hall

Equipment/Materials to be used:

Sound System (specify):

Chairs (#of pcs.):

Table (#of pcs.)

Table Cloth:

Audio/Video Equipment (specify):

Sports Equipment:

Conditions:

1. RESERVATION of any Venue in the school must be done one (1) WEEK BEFORE THE ACTIVITY.
2. First come first serve basis.
3. CHANGE of reservation details must be done 3 DAYS BEFORE THE ACTIVITY.
4. Contracting party must be responsible for making follow-up with Mr. Rene Olimpiada and Mr. Jeffrey Evangelista.
5. Any loses & damages that shall occur during the time of usage shall be charged against the contracting party.
6. Contracting party shall hold responsible for proper borrowing & returning of equipment used.

7. A rental fee be collected for any activities conducted not related to school approved activities. Payment must be done only at the school cashier.
8. Present Official Receipt to SPS or to Peace Officer on-duty before using the venue.

Conformed:

Contracting Party (Name)  
& Signature

Remarks:

Noted:

JEFFREY M. EVANGELISTA      RENE OLIMPIADA      FEDIRICO O. PARADAS      DEPT. OF TECHNICAL EDUCATION  
(WHEN NECESSARY)

Approved:

**ANTONIETTE M. GANADO**  
Director  
Student Personnel Services