


Policy No:	ADM-POL-AUX-0005
Policy Title:	Request for Use of Facilities Policy
Implementation Procedure:	ADM-PROC-AUX-0002 Request for Use of Facilities Procedure
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Auxiliary Services Office
"Supersedes" Notification:	
Purpose of Policy:	The policy is designed to systematize the application, approval and usage of the different facilities of the Colegio.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• All offices are entitled to use any of the Colegio's facilities (i.e. halls, gym, grounds, classrooms, computer rooms) for their departmental activities.</li> <li>• Employees and students should submit an accomplished Request for Use of Facilities.</li> <li>• Requests made by students should be approved by their respective Dean / Principal or Head of the Office of the Student Affairs.</li> <li>• Requests of employees should be noted by their respective department / division heads.</li> <li>• The Auxiliary Services Office reserves the right to approve or deny requests for the use of facilities.</li> <li>• Some facilities such as the computer rooms, gym, board room and canteen require further approval from the ITC Director, Athletics Director and Financial Affairs Division.</li> <li>• Requests for use of facilities can be denied as a result of a previous reservation made by another office or on-going maintenance, repair or renovation.</li> <li>• All requests for use of facilities us subject for approval from the the Director of the Auxiliary Services Office.</li> <li>• All requests for use of facilities should be submitted a week before the activity. In cases when additional approval from other offices is required, the requisitioner should submit the request form ahead of time.</li> <li>• The Auxiliary Services Office will provide only the materials and equipments identified by the requisitioner.</li> <li>• Requisitioners should coordinate with the designated Auxiliary staff on the time, arrangement and additional equipments needed for their activity.</li> <li>• Damaged equipments during the event should be paid by the requisitioner. This policy will hold true if damage resulted from the requisitioner or organizer's negligence.</li> <li>• All requisitioners are expected to abide by the rules and regulations set forth by the Auxiliary Services Office on the use of the facilities.</li> <li>• Students and employees who failed to abide by the Auxiliary Services Office's policy shall be penalized consistent with the provisions of the Student Handbook and Employee Manual.</li> </ul>
Applicability:	All employees
Policy Approval Authority:	Director of the Auxiliary Services Office
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 _____ Mr. Roberto Aguba
Date of Approval	

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