



Don Honorio Ventura State University
Bacolor, Pampanga

OFFICE OF AUXILIARY SERVICES

UNIVERSITY VENUE RESERVATION FORM

Multipurpose Hall, Executive Lounge, Hostel Function Hall, Auditorium, Hostel Guestroom, Others

Borrowing Unit/ Individual: (College/ Dept./ Agency)

Responsible Person/s: Position: Contact No.:

Type of Activity (pls. check):

Regular Curricular Activities, Institutional Activities, Unit Based Activities, Class Based Programs, Student Initiated Activities, Non-DHVSU Use

Name of Activity:

Brief Description:

Number of Participants:

I/ we have read and agree to the terms set herewith. (Kindly read the reminders.)

Organizer (name & signature)

Adviser/s (name & signature) Dean/Director (name & signature)

Date of filing: Target Date/s of Use: Time:

Noted by: Director, Auxiliary Services Reserved Until: (Blocked Date)

Borrower's copy.

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Reminders:

- Please note the available schedule/s to prevent conflicts.
The available schedule will be reserved for two (2) days pending the submission of the approved letter.
OAS Director reserves the right to eject any person/s from these venues that violate/s University Policies.
Please note conditions on cancellation of reservations. (Kindly inform the OAS for any cancellation.)
Follow ingress and egress procedures.
Loss or damage to DHVSU property will be charged to responsible individuals.
No food and drinks allowed, except for activities with special permission (catered events).
Upkeep and maintenance of the University Venues and its surroundings will also be the responsibilities of the organizers including the head of the unit conducting the event.
Observe proper dress code and decorum while inside the venue.
The organizer must arrange for the memo of the involved staff or janitors for overtime pay if needed.
Corresponding charges maybe incurred. (see Guidelines on the Reservation and Use of the University Venues)

Name of Activity:

Venue: Borrowing Unit/ Individual: (College/ Dept./ Agency)

Date of filing: Target Date/s of Use: Time:

Noted by: Director, Auxiliary Services Reserved Until: (Blocked Date)