

Summary Rasa Form

Personal Details

Full Name

Enter your name

Contact Number

Enter your mobile number

Event Information

Event Name

Enter Event Name

Event Date/Day

mm/dd/yyyy

Event Description

Enter Description

Expected Participants

of Participants

Purpose/Objective

Specify the purpose

How many days do you require use of the facility?

Specify the days

Start Time

--:-- --

End Time

--:-- --

Facilities Needed

**please check all rooms/facilities you plan to use*

- ☐ Auditorium ☐ Food and Beverage Room ☐ Main Lobby ☐ Dance Studio
☐ Multi Purpose Hall ☐ Gymnasium ☐ Classrooms ☐ Kitchen Area

Equipment Needed

**please check all equipment you plan to use*

MIS/IT

☐ Sound System ☐ Microphone ☐ LCD Projector ☐ Widescreen

Bag

☐ Chair/s ☐ Table/s ☐ Black Panel ☐ Whiteboard

☐ Aircon Time to ☐ Other:

Important Notice:

- No facility is reserved without a proper request form being submitted. Facilities and other resources shall be used for school related activities only.
- The requestor secures a Form from the OSA office at the ground floor. Form must be approved and submitted two (2) weeks before the intended use.
- The Requestor submits filled-out form to the adviser or person-in charge for endorsement approval. All activities must have a clear objective/s that aligns with the school's policy.
- You can check the availability and seek approval to the following department (Rooms - Academic Secretary at the 6th Floor Faculty room, Venus and other resources - Building Admin at the 4th floor and for Technical support - MIS & IT department at the 3rd floor). The final approval will be the academic head and school administrator.
- Facility/Equipment's must return clean and damage-free after the activity. The Requestor and Adviser/Heads shall be accountable for any loss/damage to the facilities and borrowed resources.
- All production materials used for the activity shall be removed and disposed properly.
- Once approved requestor must submit (-----) of Request Form to the following offices: OSA, Building Admin, MIS & IT, and Security Officer (Lobby or Basement).

☐ I agree to the notice ☐ I disagree to the notice

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