

Summary of Facility Reservation Request Form

Personal Details

Full Name

Contact Number

Requestor Information

Requestor Type

Event Information

Event Name

Event Date/Day

Event Description

Expected Participants

Purpose/Objective

Required Days

Start Time

End Time

Facilities Needed

Here is the list of facilities you have selected:

- ✓ Auditorium
- ✓ Food and Beverage Room
- ✓ Main Lobby
- ✓ Dance Studio
- ✓ Multihall
- ✓ Gymnasium
- ✓ Classroom
- ✓ Kitchen

Equipment Needed

Here is the list of equipment you have selected:

MIS/IT

- ✓ Sound System - 1
- ✓ Microphone - 2
- ✓ LCD Projector - 4
- ✓ Widescreen - 5

Bag

Venue Approval

Osa Approval