

Summary of Facility Reservation Request Form

Personal Details

Full Name

Contact Number

Requestor Type

Requestor Information

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
- ✓ Main Lobby

Equipment Needed

Here is the list of equipment you have selected:

- MIS/IT
- ✓ Sound System - 1
 - ✓ Microphone - 2
 - ✓ LCD Projector - 3
 - ✓ Widescreen - 4

Bag

Venue Approval

Osa Approval