

**Venue Request Form for Campuses:** *This Form is intended for filing a request for the use of venues in the PUP Campuses outside the Mabini Campus and other Sta. Mesa Campuses. Please fill out neatly and legibly. Indicate N/A in spaces not applicable.*

<b>1. INFORMATION OF REQUESTING PARTY.</b> After downloading this form, fill out with needed information. Make sure that the conduct of activity has been approved by your department head and the Joint Certification and Undertaking has been accomplished before proceeding to this step.			
Name of Requesting Party/Office/Organization: (If non-PUPian, attach photocopy of institutional ID)	Name of Person-in-Charge of the Activity:	Position:	Contact Numbers:

<b>2. APPROVAL AND ENDORSEMENT OF ACTIVITY.</b> In the form, check Nature of Activity and have this endorsed by the concerned head. Next, attach form to the request letter addressed to the Officer-in-Charge of venue and Campus Director's Office for approval.		
Nature of Activity	Endorsement	Approval
<input type="checkbox"/> <b>Activity sponsored / initiated by:</b> <b>Specify if:</b> <input type="checkbox"/> Administrative Office <input type="checkbox"/> Non-PUPian/Transient Business <i>Attachments: (1) Copy of the request for approval of the activity duly endorsed by the Supervisor and approved by the Campus Director should be attached.</i>	<i>Endorsed by: (Printed Name, Signature, and Date)</i>  _____ Supervisor/Director	<i>Approved by:</i>  _____ Campus Director
<input type="checkbox"/> <b>Subject or Academic Program Requirement</b> <i>Attachments: (1) Copy of the request for approval of the activity duly endorsed by the Head of the Academic Program and approved by the Campus Director should be attached. (2) Attach course/subject syllabus.</i>	<i>Endorsed by: (Printed Name, Signature, and Date)</i>  _____ Head of the Academic Program	<i>Approved by:</i>  _____ Campus Director
<input type="checkbox"/> <b>Non-academic Activity of Student Organization</b> <i>Attachments: (1) Copy of the request for approval of the activity duly endorsed by the Head of Student Services (OSS) and approved by the Campus Director should be attached.</i>	<i>Endorsed by: (Printed Name, Signature, and Date)</i>  _____ Organization Adviser  _____ Head of the Student Services	<i>Approved by:</i>  _____ Campus Director

<b>3. SCHEDULING OF VENUE REQUESTED AND ASSESSMENT OF ELECTRICITY/ENERGY FEE AND VENUE RENTAL FEE</b> Proceed to the officer in-charge of the venue to schedule the activity and for the assessment of fees. After assessment, secure a Referral Slip from the Campus Disbursing Officer.		
(To be filled out by Officer-in-Charge of Venue)		
Target Venue: _____	Date: _____	Inclusive Time: _____
(To be filled out by Campus Disbursing Officer)		
Electricity/Energy Fee: Php_____	Venue Rental Fee: Php_____	Total Fees: Php_____
Assessed by: _____ Campus Disbursing Officer (Printed Name, Signature, and Date)		

In case of activities exempted from fees, proceed to CONFIRMATION OF VENUE RESERVATION.

<b>4. SECURE ORDER OF PAYMENT FROM THE ACCOUNTING OFFICE</b> Present Referral Slip to the Accounting Office.		
<b>5. PAY THE ASSESSED FEES AT THE CASHIER'S OFFICE</b> Pay fees and write your official receipt details below.		
PUP Official Receipt Details: _____ (O.R. Number and Date)		
<b>6. CONFIRMATION OF VENUE RESERVATION</b> Submit duly accomplished form with attachments, and photocopy of Official Receipt (if applicable) to the Officer-in-Charge of venue to confirm the reservation.		
<input type="checkbox"/> Reservation Confirmed	Confirmed by: _____ Officer in-charge of Venue	Date: _____

JOINT CERTIFICATION AND UNDERTAKING

Pursuant to **Executive Order Number 35, Series of 2024 on Revised Policies and Guidelines on the Use of University Facilities**, on requests for waiver of facilities rental and energy fees, and **Memorandum Order Number 42, Series of 2013 on Policy on Solicitation and Acceptance of Donations**, we, the undersigned, attest to have full knowledge of the nature and objectives of the activity entitled \_\_\_\_\_, to be held at (venue) \_\_\_\_\_, scheduled on (inclusive date) \_\_\_\_\_, from (inclusive time) \_\_\_\_\_.

We also certify that the following shall be strictly followed and complied with during the entire event duration:

- 1. Submission of proof of compliance with the policies/procedures of the Internal Audit Office regarding Fund Raising Activities. *[In case fees, dues or any other form of payment shall be charged against or collected from the participants/students by the event organizer/s.]*
- 2. Submission of proof of compliance with Memorandum Order Number 42, Series 2013 on Policy on Solicitation and Acceptance of Donations. *[If the event organizer engages in any form of solicitation or accepts donations in any form from event sponsor/s.]*
- 3. Unless allowed by the University (thru a written permission as proof), event organizer/s, participants and sponsor/s (private company/ non-PUPian) shall not engage in:
  - a. any form of product selling;
  - b. any form of product promotional activity like free product sampling;
  - c. distribution of flyers, brochures and other paraphernalia for product and/or company promotion or advertisement; and
  - d. display and promotion of company name and/or products thru audio and/or video recording, tarpaulin, standee, \_\_\_\_\_ and the like.

We understand that as FACULTY MEMBER/EMPLOYEE violation of the foregoing constitutes Gross Insubordination and/or Conduct prejudicial to the best interest of the service which are grave offenses punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense;

We understand that as STUDENT/S violation of the foregoing constitutes unauthorized use of school facilities (Sec. 2.9, Title 9, PUP Student Handbook) and non-observance of University Rules (Sec. 4, Title 9, PUP Student Handbook) and shall be dealt with accordingly.

IN WITNESS WHEREOF, we affix our respective signatures below, this \_\_\_\_day of \_\_\_\_\_, 20\_\_ in the Polytechnic University of the Philippines, Sta. Mesa, Manila.

\_\_\_\_\_  
(Printed Name and Signature of the Event Head Organizer)

\_\_\_\_\_  
(Printed Name and Signature of Faculty Adviser/Subject Instructor)

\_\_\_\_\_  
(Printed Name and Signature of the Department Chairperson)

\_\_\_\_\_  
(Printed Name and Signature of the College Dean)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the City of Manila.

\_\_\_\_\_  
Chief, Office of the University Legal Counsel