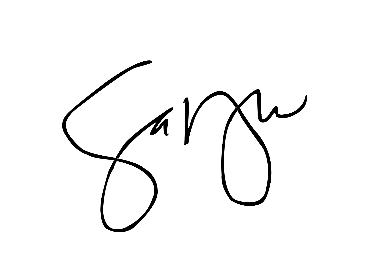
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| **GUIDELINES AND POLICIES OF ROOM AND EQUIPMENT RESERVATION** | | |
|  | **OLD** | **NEW** |
| **Booking** | Booking of room and equipment is first come, first serve basis. There is no prioritization of any events and persons that is making a reservation. To request, the user must personally visit the GSO to ask for reservation on a specific date and time, he/she must present the letter of approval for the event that is going to occur. If there is no letter of approval presented, the request for the reservation will not proceed. There will be a reservation form given to the user in order for the GSO to record the reservation made. A short interview is done to verify the user, know the purpose of reserving, the number of attendees and discuss the policies to the reserved room and equipment. All request for reservation is going to be approved by the GSO. Afterwards, the user must photocopy the letter of approval signed by the GSO in order for the both sides to have a copy and give it to the GSO. To borrow an equipment, the user must present their ID for verification. Booking of equipment is optional if the user needs it. Therefore, allowing a room to be reserved even if there is no equipment borrowed. But, borrowing only an equipment is prohibited. | Booking of room and equipment is first come, first serve basis. There is no prioritization of any event and persons that is making a reservation. To request, the user can request the reservation using PLVRS. All requests for reservation are going to be approved by the GSO and must requested electronically. Not over the phone, not personally. The user can fill out the registration form indicating the name, contact number, course, department, event, number of expected attendees, facility to be reserved, equipment (if any), and props (if any), specify the date and time, and must have a soft copy of the letter of approval to be attached to the reservation page then click submit. If there is no attached letter of approval, the request to submit will not proceed. Booking of equipment is optional if the user needs it. Therefore, allowing a room to be reserved even if there is no equipment borrowed. But, borrowing only an equipment is prohibited. |
| **Approval of Request** | The approval of reservation will usually take a 1-day review depending on the availability and presence of the personnel in-charge in their office. | Once the request was submitted, there will be 3 days allotted for the GSO to respond. The progress will show “Pending” if the request is still waiting for review, “Viewed” if the GSO open and currently reviewing the request, and lastly the verdict if the request is approved or declined. |
| **Minimum Days of Booking** | Minimum of 3 days before the event should request for a reservation in order for it to be approved. The requests that will be made lesser than 3 days will surely make it difficult for the GSO to review the reservations because of the room and equipment availability and maintenance. | Minimum of 3 days before the event should request for a reservation for it to be approved. Users that requests reservations lesser than 3 days will automatically be denied. |
| **Rooms** | Rooms under the jurisdiction of GSO are Lecture Room 301, 302, 303, 401, 402, and 403. Pre-school Simulation Room, Business Administration Simulation Room, and Auditorium. The Auditorium can only have 1 reservation per day. | Rooms under the jurisdiction of GSO are Lecture Room 301, 302, 303, 401, 402, and 403. Pre-school Simulation Room, Business Administration Simulation Room, and Auditorium. The Auditorium can only have 1 reservation per day. |
| **Capacity** | The capacity of each rooms will be negotiated upon the interview of requesting a reservation. Auditorium can cater 500 attendees, 120 for Pre-School Simulation Room, 50 for all Lecture Rooms as well as the Business Administration Simulation Room. | Any requested reservation of a room that exceeds the maximum capacity of each rooms are automatically declined. Auditorium can cater 500 attendees, 120 for Pre-school Simulation Room, 50 for all Lecture Rooms as well as the Business Administration Room. |
| **Equipment** | One projector is allowed to borrow per Lecture Room and Simulation Room. There is a built-in projector and built-in speaker in Auditorium. Other equipment are 2 projector screens, 2 mobile speakers with 2 microphones each, and 1500 monoblock chairs. The GSO advise not to bring the equipment that they can already provide to maximize the usage of it dedicated for the university. | One projector is allowed to borrow per Lecture Room and Simulation Room. There is a built-in projector and built-in speaker in Auditorium. Other equipment are 2 projector screens, 2 mobile speakers with 2 microphones each, and 1500 monoblock chairs. It is advisable not to bring the same equipment that the GSO can provide to maximize the usage of it dedicated for the university. |
| **Returning of Equipment** | Any equipment that will be borrowed shall be returned directly to the office by the user within the day after using it. | Any equipment that will be borrowed shall be returned directly to the office by the user within the day after using it. |
| **Fail of Returning an Equipment** | The person-in-charge will not give a warning or penalty to the user. | The user who fails to return an equipment within the day after using it, he/she will have a “red mark” on the profile indicating that the user has a history of negligence. Having a “mark” on the user’s profile can reflect on their clearance. |
| **Maintenance** | GSO has a routine-based maintenance where in a daily basis some of their staff clean the rooms, per week they check each room if there is damages and dents, and per month they check every equipment and perform preventive measures in order for the equipment to not be severely damaged. By the end of the month, they provide a maintenance report if and only if they have time to do the report. Therefore, some data from the routine-based maintenance is not recorded. | GSO has a routine-based maintenance where in a daily basis some of their staff clean the rooms, per week they check each room if there is damages and dents, and per month they check every equipment and perform preventive measures in order for the equipment to not be severely damaged. A Maintenance Sheet is provided in PLVRS where the GSO can record the daily, weekly, and monthly maintenance of rooms and equipment. |
| **Inventory** | The inventory of equipment is checked every after reservation. There are no recorded data or report that will be made. | The number rooms and equipment as well as its availability is recorded in the system for reliable monitoring. There will be a monitoring sheet and inventory report generated every after reservation. Its content will depend on the reservation details and will automatically update the availability of room and equipment once the request for the reservation is submitted. In case it coincides to a broken equipment or is needed within the next reservation, the system will automatically notify the user who will be affected. |
| **Damages** | Users agreed not to damage the room and equipment reserved upon the interview. If an equipment is severely damaged, it will be replaced with the same specification. But, if an equipment is lightly damaged, the Local Government Unit (LGU) will be responsible for it. Affixing items to the walls, floors, ceilings of any room, taping, or nailing items to any surface is prohibited. The user who damaged the item will be contacted by the GSO and must personally go to their office. | Verified users agree not to damage the room and equipment reserved. If an equipment is severely damaged, it will be replaced with the same specification. But, if an equipment is lightly damaged, the Local Government Unit (LGU) will be responsible for it. Affixing items to the walls, floor, ceilings of any room, taping, or nailing items to any surface is prohibited. The user who damaged the item will be contacted by the GSO and must personally go to their office. |
| **Props and Other Materials** | Upon interview when requesting a reservation, the usage of props will be asked and evaluated. | If any props are going to used, it will be indicated at the reservation form including the size, quantity, description, and image before submitting the request to inform the GSO. |
| **Requestor** | GSO will cater students, professors, and PLV admin personnel. | GSO will cater students, professors, and PLV admin personnel. |
| **Prioritization** | First come, first serve basis whether the requestor is a professor or a student and whatever the events purpose. | First come, first serve basis whether the requestor is a professor or a student and whatever the events purpose. |
| **Invalid Request** | If the user requests for the room that is not under the jurisdiction of GSO, he/she will be sent to the Registrar Office. | The user will not locate the rooms that is not under the jurisdiction of GSO because of the lists of available rooms provided in the system upon requesting a reservation. |
| **Follow ups** | The user needs to personally go to the office of GSO. The user can also contact the GSO via telephone. The follow up will be catered immediately depending on the availability and presence of the GSO in their office. | The reservation request must be 3 days before the event. The user can send a follow up using “submit a ticket” in the system. The GSO will be notified via PLVRS and email notification. Also, the requestor will have a proper documentation of follow up ticket to be sent on their email to inform that the follow up was sent. The status of the request will be shown again to the user’s reservation progress. |
| **Rescheduling** | To reschedule, the requestor must personally go to the GSO and present a new letter of approval signed by the respected authorities indicating the new date and time of the event. A short interview will occur to know the reason of rescheduling. | The user can reschedule the request for reservation whether it is approved or pending. The only requirement for rescheduling is the same letter of approval with rescheduled date that is signed by the respected authorities will be used. The requestor must input the reason of rescheduling to the rescheduling page. Once submitted, the GSO will review the request. |
| **Cancelling** | The requestor can cancel their reservation minimum of 1 day before the reserved date by personally going to the GSO. But there are scenarios wherein the requestor wants to cancel their reservation on the same day. The GSO will then interview again the requestor for the reason of cancellation and erase the scheduled reservation on the whiteboard. | The requestor can only and automatically cancel their reservation minimum of 1 day before the reserved date whether the status of their request is pending or approved. The GSO will be notified that the reservation was cancelled and will mark on the monitoring list as “cancelled”. |
| **Notifying** | The GSO is not notified on any pending, approved, rescheduled, and cancelled reservation. | The GSO will be notified via PLVRS and email notification about the pending requests, approved/declined requests, rescheduled, and cancelled reservations. |
| **Contacting** | The GSO can be contact using their telephone number and personally going to their office. | The GSO can be contact using the messaging provided in PLVRS, email, and telephone number. |
| **Food and Beverages** | The policy of bringing food and beverages will be informed to the users upon interviewing. Food and Beverages are strictly not allowed in the Auditorium and Simulation Rooms. | The policy of bringing food and beverages will be located at the home page of PLVRS to be informed immediately upon logging in. |

Approved by:

**Engr. PSALMS JUNE H. TAN**

*Assistant Building Administrator*