



SYSTEMS PLUS COLLEGE FOUNDATION
PHYSICAL PLANT AND FACILITIES OFFICE



FACILITY REQUEST FORM

Kindly submit this form together with the Event Order form with approval request from the Physical Plants and Facility Office before submitting to the Executive Vice President's Office three (5) working days before the event date. Fill out completely and legibly .

Event Name				Event Date	
Department			Clean and Set-up Committee		
Contact Person			Contact Number		
Expected No of Attendees			Guest / Speaker		
Expected No of Performers			Parking Gate / Plate No.		

FACILITIES TO BE USED

IT Bldg. Theater	Orchard Bar	COC Lab
IT Bldg Theater Lobby	Andreas	Specify:
Computer Lab	Gym 1 (Basketball Court)	Nursing Lab
Specify:	Gym 2 (Volleyball Court)	Specify:
IT Seminar Room	Aquatic	CON / Amphitheater
IT Case Room	COC / Function Room	CON / Lecture Room
CHTM/ Luid Hall	COC / Fitness Center	CON / Chapel
CHTM/ Amphitheater	COC / Firing Range	CON / RVJ Hall
Tennis Court	Classroom	Specify: _____
Specify: _____	Specify: _____	

EQUIPMENT OR STAFFING NEEDS (indicate quantity)

Lectern ()	Tables ()	Lights and Sounds
Chorale Raiser ()	Chairs ()	Microphone ()
Elevator	Flag ()	Projector ()
Other:	Other:	Technical ()
		Ushers / Usherettes ()

Please specify for other matters:

Indicate pre-event, event proper, and post-event activities. Write N/A if not applicable

EVENT PREPARATIONS

Event Date		Event Start		Event End	
Practice Date		Start Time		End Time	
Set-up Date		Start Time		End Time	
Clean-up Date		Start Time		End Time	

Properly coordinate the necessary signatures as deemed fit for the event.

Signatories

Department Head:	Cultural Events: Larry R. Garcia
OSA: Angelo A. Baltazar	Technical Support: Clark Luis Picar
Information Office: Aurelia del Rosario	Security Head: Marcelo Montanio
Information Technology Services: Marvin A. Reyes	Others, specify:
PPFO: Engr. Ernesto R. del Rosario	

* RECEIVING COPY *

Name of Requestee:		Date Filed:	
Event Name:		Event Date/s:	

Department Head:	Cultural Events: Larry R. Garcia
OSA: Angelo A. Baltazar	Information Technology Services: Marvin A. Reyes
Information Office: Aurelia del Rosario	Security Head: Marcelo Montanio
Technical Support: Clark Luis Picar	Others, specify:
PPFO: Engr. Ernesto R. del Rosario	

USAGE INFORMATION AND POLICIES

The following policies pertain to the use of the Facilities by the applicant and their representatives.

GENERAL – Applicants using the facilities shall safeguard and care for the furnishings, fixtures, and facilities. The requesting department is responsible for any property loss, damage, or theft, or any personal injury suffered or related to the Facility and the space during their use, and must replace, at fair market value, any equipment lost, damaged, or stolen due to the requesting department’s negligence. In the event of damage or vandalism, the college shall make repairs. This also may include areas needing excessive cleaning. Clean up must be completed within 24 hours of the conclusion of the event unless there is an event the next day. In those instances, clean up must be done immediately following the event.

SPACE ACCESS – The use of the theater includes the use of the lobby, the stage, and the immediate backstage area. The following areas may be used with the approval of the Coordinator. Storage in the back of the house, storage closets, prop/costume, lighting storage room, and table/furniture backstage. Stage, furniture, and equipment should not be moved. If moving must be done, it must be approved by the Executive Vice President and be specified in the request. If the group is requesting use of any equipment contained in the Facility, such as projection, lighting, or sound system, those requests should be made in the appropriate space on the Application for use.

CAPACITY- The current capacity of the different areas is limited. If the requesting person sells tickets independently, the department is responsible for only selling tickets for the maximum occupancy, for example, 400 persons total for the Theater, of the facility.

DRESSING ROOM – The applicant is responsible for all damages to the facility caused by, or as a direct result of their event, by guests, patrons, staff, and crews. This specifically includes damage to any items and structures contained in the facility, such as blinds, curtains, projection screen, bathrooms, dressing rooms, seats, stage, sound equipment, lighting equipment, and furnishing. The applicant is also responsible for lost revenues due to damage. Smoking/Vaping is prohibited in the entire facility. Additionally, no alcohol, animals, firearms, weapons, or illegal drugs may be brought onto the premises.

CLEAN UP – The applicant is responsible for a thorough cleaning of the facility, including all spaces and any decorations. Garbage, tape, drinks, food, etc. All facilities must be left clean, including dressing rooms, performance space, restrooms, etc. Within 24 hours of the event. The Facility Coordinator will inspect the Facility to ensure proper clean-up has taken place.

DECORATIONS – The following decorations are specifically prohibited from the Theatre building: stickers, spray paint, liquid paint, burning objects (including candles), and party poppers and helium balloons. The applicant is responsible for picking up all decorations. The applicant must submit a decorating plan with the facility request form and obtain approval of all decorations. The applicant must submit a decorating plan with the facility request form and obtain approval of all decorations from the Executive Vice President for that plan. No tape, staples, holes, or nails in the walls or in the stage floor will be permitted. Any use of “front of house” equipment, or equipment set-up to be used during a performance in the audience area, must be approved before the event. All cables used in audience areas must be neat and taped thoroughly with black tape. Any damage to the facility and/or the facility is not cleaned properly will result in a charge to the responsible group for the cost of repairs and/or clean up.

FIRE SAFETY- No pyrotechnic devices or open flame, including candles, are allowed in the Theater. All fire aisles and exits must be kept clear of equipment and people. Failure to follow these rules will result in the immediate suspension of the event until the conditions are corrected.

DISRUPTIVE PEOPLE- The usher/usherettes reserve the right to eject, or cause to be ejected from premises, any person or persons engaging in disruptive, belligerent, or threatening conduct. The ushers/usherettes reserve the right to refuse admission to any person displaying the above behaviors or who appears intoxicated. The theater shall not be held liable for any damages caused by the applicant through exercising the right.

Failure to follow these rules may result in the group forfeiting its privilege to reserve facilities in the future.

TIMETABLE FOR USE OF THE FACILITY 5 DAYS BEFORE THE EVENT

The application for use must be turned in to the EVP / PPFO
5 DAYS before THE EVENT, any work order, with layout diagrams, program flow, and guest list must be turned in to the EVP / PPFO.

IMMEDIATELY FOLLOWING THE EVENT

Restoration of the facility to its original condition. Failure to do so could result in additional cleaning costs being assessed or being banned from using the facility.

By signing the application, I agree to abide fully by the Terms and Conditions as they are outlined in the Usage Information Policies.

SIGNATURE OVER PRINTED NAME

Received by:

Approved by:

PPFO / EVP Office

PPFO Director / Executive Vice President