Cover Photo:
Manuel V. Pangilinan Center for Student Leadership Building

Cover Photo and Lay-out by:
Ellen Abrantes
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VISION AND MISSION STATEMENTS
OF THE OFFICE OF ADMINISTRATIVE SERVICES

VISION

Our team, the Loyola Schools Administrative Services, is committed, proactive, competent, and people-oriented members of the Ateneo de Manila University.

We are able to provide a kind of service that is: efficient by doing the right things at minimum time, effective by doing things that are apt and sufficient, wide-ranged by extending our help to all sectors of the community, spirited and lighthearted by giving it our excellent effort in serving with cheerful hearts and by seeing Christ in the people we serve.

MISSION

The Office of Administrative Services takes care of the monitoring and the development of the non-teaching staff of the Loyola Schools. The Office is also in charge of the general supervision of all administrative services namely: buildings, facilities and equipment, maintenance, duplication and cafeteria of the Loyola Schools. It coordinates with the Facilities Management Office for security services and with the Office of the Vice President for Finance / Treasurer for new building constructions.
# DIRECTOR AND STAFF OF THE
# OFFICE OF ADMINISTRATIVE SERVICES

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ms. MARIE JOY R. SALITA</strong></td>
<td>Director</td>
<td>OAS</td>
<td>Loc. 5100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gonzaga Hall</td>
<td>426-5666</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:msalita@ateneo.edu">msalita@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Ms. CATHERINA A. FAUSTINO</strong></td>
<td>Assistant to the Director for Staff and</td>
<td>OAS</td>
<td>Loc. 5103</td>
</tr>
<tr>
<td></td>
<td>Maintenance</td>
<td>Gonzaga Hall</td>
<td><a href="mailto:cfaustin@ateneo.edu">cfaustin@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Arch. KRISTINE V. ADVINCULA</strong></td>
<td>Assistant to the Director for Physical</td>
<td>OAS</td>
<td>Loc. 5102</td>
</tr>
<tr>
<td></td>
<td>Resources</td>
<td>Gonzaga Hall</td>
<td><a href="mailto:kadvincula@ateneo.edu">kadvincula@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Engr. SALVADOR S. GRANADA</strong></td>
<td>Administrative Services Supervisor</td>
<td>OAS</td>
<td>Loc. 5101/5103</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gonzaga Hall</td>
<td><a href="mailto:sgranada@ateneo.edu">sgranada@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Arch. EDWIN ALLAN PRADO</strong></td>
<td>Administrative Services Supervisor</td>
<td>OAS</td>
<td>Loc. 5101/5103</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gonzaga Hall</td>
<td><a href="mailto:eprado@ateneo.edu">eprado@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Ms. MARIA PILAR BIGORNIA</strong></td>
<td>Administrative Assistant for OAS’ Finances</td>
<td>OAS</td>
<td>Loc. 5101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gonzaga Hall</td>
<td><a href="mailto:mbigornia@ateneo.edu">mbigornia@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Mr. GEOFFREY A. SAN ESTEBAN</strong></td>
<td>Reservations Coordinator</td>
<td>OAS</td>
<td>Loc. 5102</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gonzaga Hall</td>
<td><a href="mailto:gsanesteban@ateneo.edu">gsanesteban@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Mr. VINCENT COSMIANO</strong></td>
<td>Office Assistant</td>
<td>OAS</td>
<td>Loc. 5102</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gonzaga Hall</td>
<td><a href="mailto:vcosmiano@ateneo.edu">vcosmiano@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Mr. RONALD DE TORrontegui</strong></td>
<td>Office Assistant</td>
<td>OAS</td>
<td>Loc. 5102</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gonzaga Hall</td>
<td><a href="mailto:rdetorrontegui@ateneo.edu">rdetorrontegui@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Mr. ALBERT SANTOS</strong></td>
<td>Office Assistant</td>
<td>OAS</td>
<td>Loc. 5101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gonzaga Hall</td>
<td><a href="mailto:asantos@ateneo.edu">asantos@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Mr. BENITO PAUL RABARA</strong></td>
<td>Duplication Operator</td>
<td>OAS</td>
<td>Loc. 5118</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Berchmans Hall</td>
<td><a href="mailto:brabara@ateneo.edu">brabara@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Mr. PATRICK UMAYAM</strong></td>
<td>Messenger</td>
<td>OAS</td>
<td>Loc. 5101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gonzaga Hall</td>
<td></td>
</tr>
<tr>
<td><strong>Mr. TIRSO RAZA</strong></td>
<td>AV Technician</td>
<td>Escaler Hall SEC A</td>
<td>Loc. 5111</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:traza@ateneo.edu">traza@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Mr. MARIO DELA CRUZ</strong></td>
<td>AV Technician</td>
<td>Faura AVR</td>
<td>Loc. 5112</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:mrdelacruz@ateneo.edu">mrdelacruz@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Mr. REYNALDO CORPUZ</strong></td>
<td>AV Technician</td>
<td>Faura AVR</td>
<td>Loc. 5112</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Mr. REYNANTE GELSANO</strong></td>
<td>AV Technician</td>
<td>Escaler Hall SEC A</td>
<td>Loc. 5111</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:rgelsano@ateneo.edu">rgelsano@ateneo.edu</a></td>
</tr>
<tr>
<td><strong>Mr. BONIFACIO DICEN</strong></td>
<td>AV Technician</td>
<td>Faura AVR</td>
<td>Loc. 5112</td>
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LOYOLA SCHOOLS FACILITIES, EQUIPMENT and FURNITURE

Loyola Schools Facilities, Equipment, and Furniture
LOYOLA SCHOOLS FACILITIES AND EQUIPMENT
(as of May 2013)

BELLARMINE 103B (Bel103B)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Projection screen

BELLARMINE 206 (Bel206)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BELLARMINE 103C (Bel103C)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Projection screen

BELLARMINE 207 (Bel207)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BELLARMINE 205 (Bel205)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BELLARMINE 208 (Bel208)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen
LOYOLA SCHOOLS FACILITIES AND EQUIPMENT GUIDEBOOK

BELARMINE 209 (Bel209)
Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BELARMINE 210 (Bel210)
Details:
Type: Classroom
Capacity: 25
Air-conditioned
Tablet Chairs
Whiteboard

Equipment:
1 LCD Projector
1 Projection screen

BELARMINE 211 (Bel211)
Details:
Type: Classroom
Capacity: 25
Air-conditioned
Tablet Chairs
Whiteboard

Equipment:
1 LCD Projector
1 Projection screen

BELARMINE 212 (Bel212)
Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

BELARMINE 213 (Bel213)
Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BELARMINE 306 (Bel306)
Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BELARMINE 307 (Bel307)
Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen
Tablet Chairs
Blackboard & Whiteboard

**Equipment:**
1 LCD Projector
1 Overhead Projector
1 Projection screen

**BELLARMINE 308 (Bel308)**

**Details:**
Type: Classroom
Capacity: 109
Air-conditioned
Tablet Chairs
Whiteboard

**Equipment:**
1 LCD Projector
1 Overhead Projector
1 Projection screen
1 PA system
1 29" flat colored TV
1 VHS player

**BELLARMINE 309 (Bel309)**

**Details:**
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

**Equipment:**
1 LCD Projector
1 Overhead Projector
1 Projection screen

**BELLARMINE 310 (Bel310)**

**Details:**
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs

**Equipment:**
1 LCD Projector
1 Overhead Projector
1 Projection screen

**BELLARMINE 311 (Bel311)**

**Details:**
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard

**Equipment:**
1 LCD Projector
1 Overhead Projector
1 Projection screen

**BELLARMINE 312 (Bel312)**

**Details:**
Type: Tiered Classroom
Capacity: 35
Non-Air-conditioned
Tablet Chairs
Blackboard

**Equipment:**
1 LCD Projector
1 Overhead Projector
1 Projection screen

**BELLARMINE 313 (Bel313)**

**Details:**
Type: Semi-Tiered Classroom
Capacity: 80
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

**Equipment:**
1 LCD Projector
BERCHMANS 102 (B102)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 103 (B103)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 104 (B104)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 105 (B105)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 106 (B106)

Details:
Type: Classroom
Capacity: 55
Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 205 (B205)

Details:
Type: Classroom
Capacity: 30
Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen
BERCHMANS 206 (B206)

Details:
Type: Classroom
Capacity: 52
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 207 (B207)

Details:
Type: Classroom
Capacity: 52
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 208 (B208)

Details:
Type: Classroom
Capacity: 52
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 209 (B209)

Details:
Type: Classroom
Capacity: 52
Non-Air-conditioned
Tablet Chairs
Blackboard

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 306 (B306)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 307 (B307)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard
Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 308 (B308)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

BERCHMANS 309 (B309)

Details:
Type: Classroom
Capacity: 54
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

CHEMISTRY 109 (C109)

Details:
Type: Classroom
Capacity: 73
Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector

CHEMISTRY 114 (C114)

Details:
Type: Classroom
Capacity: 37
Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

COLAYCO PAVILION

Details:
Type: Multi-Purpose Venue
Capacity: 120 (sitting)
150 (standing)
Non-Air-conditioned
Covered Open Space
Wooden tables and Wooden Benches

Equipment:
None

ESCALER HALL (SEC Lecture Hall 1 / SEC A 125A)

Details:
Type: Tiered Lecture Hall
Capacity: 250
Air-conditioned
Fixed Auditorium Chairs with Tablet
Whiteboard
Podium
Philippine & Ateneo Flags

Equipment:
1 LCD Projector
**Equipment:**
- 1 LCD projector
- 1 Overhead projector
- 1 120" x 120" projector screen
- 1 Desktop Computer
- 1 PA system
- 4 wireless handheld microphone
- 2 Handheld microphones with cable
- 1 Lapel microphone
- 1 Microphone stand
- 1 Document camera
- 1 Portable Zip Drive
- 1 DVD player
- 1 VCD player
- 1 VHS player
- 1 CD player
- 1 Tape deck
- 1 Slide projector
- 1 21" colored television
- 1 DVD recorder

**FABER HALL FUNCTION ROOM**
*(Faber Hal 101 / FH101)*

**Details:**
Reservation c/o OAS;
Priority of use by Performing Arts Groups using the RMT
Type: Function Hall
Capacity: 120 (dining setup)
Capacity: 150 (seminar type)
Air-conditioned

**Equipment:**
None

**LS CONFERENCE ROOM A**
*(Faber Hall 209 / FH209)*

**Details:**
Reservation c/o OAS
Type: Conference Room
Capacity: 12
Air-conditioned
Wooden Tables and Stackable Chairs
Graphicote Glass Board

**Equipment:**
None

**LS CONFERENCE ROOM B**
*(Faber Hall 302 / FH302)*

**Details:**
Reservation c/o OAS
Type: Conference Room
Capacity: 70
Air-conditioned
Wooden Tables and Stackable Chairs
Graphicote Glass Board

**Equipment:**
None

**LS CONFERENCE ROOM C**
*(Faber Hall 310 / FH310)*

**Details:**
Needs prior endorsement from Registrar’s Office
Type: Conference Room
Capacity: 12
Air-conditioned
Wooden Tables and Stackable Chairs
Graphicote Glass Board

**Equipment:**
None

**LS CONFERENCE ROOM D**
*(Faber Hall 311 / FH311)*

**Details:**
Needs prior endorsement from OSCI
Type: Conference Room
Capacity: 20
Air-conditioned
Wooden Tables and Stackable Chairs
Graphicote Glass Board
<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
<th>Equipment</th>
</tr>
</thead>
</table>
| **FAURA 113 (F113)** | Type: Classroom  
Capacity: 54  
Non-Air-conditioned  
Tablet Chairs  
Blackboard | 1 LCD Projector  
1 Overhead Projector  
1 Projection screen |
| **FAURA 114 (F114)** | Type: Classroom  
Capacity: 54  
Non-Air-conditioned  
Tablet Chairs  
Blackboard | 1 LCD Projector  
1 Overhead Projector  
1 Projection screen |
| **FAURA 115 (F115)** | Type: Classroom  
Capacity: 54  
Non-Air-conditioned  
Tablet Chairs  
Blackboard | 1 LCD Projector  
1 Overhead Projector  
1 Projection screen |
| **FAURA 116 (F116)** | Type: Classroom  
Capacity: 54  
Air-conditioned  
Tablet Chairs  
Blackboard | 1 LCD Projector  
1 Overhead Projector  
1 Projection screen |
| **FAURA 304 (F304)** | Type: Classroom  
Capacity: 54  
Non-Air-conditioned  
Tablet Chairs  
Blackboard | 1 LCD Projector  
1 Overhead Projector  
1 Projection screen |
| **FAURA AVR (FAVR)** | Type: Audio-Visual Room  
Capacity: 120  
Air-conditioned  
Stackable Chairs  
Whiteboard  
Podium  
Philippine & Ateneo Flags | 1 LCD projector  
1 Overhead projector  
1 Projection screen  
1 Sound system  
1 Lapel microphone |
3 Handheld microphones
2 microphone stands
1 Desktop Computer
1 Slide projector
1 Opaque projector
1 21" colored television
1 Television converter
1 Tape deck
1 VHS player
1 VCD player
1 DVD player
1 DVD recorder
1 Portable Zip Drive

**GONZAGA 205A (G205A / ADSA Conference Room)**

**Details:**
Needs prior endorsement from ADSA Office
Type: Conference Room
Capacity: 15
Non-Air-conditioned
Wooden Tables and Stackable Chairs

**Equipment:**
None

**GONZAGA 207 (G207 / Fine Arts Program Lounge)**

**Details:**
Needs prior endorsement from Fine Arts Program
Type: Lounge
Capacity: 20
Non-Air-conditioned
Wooden Tables with Glass and Stackable Chairs
Blackboard

**Equipment:**
None

**GONZAGA FINES ARTS THEATER (G306)**

**Details:**
Needs prior endorsement from Fine Arts Program
Type: Theater
Capacity: 80
Non-Air-conditioned
Black Monobloc Chairs

**Equipment:**
Sound System *(c/o FA Program)*
Theater Lights *(c/o FA Program)*
GONZAGA EXHIBIT HALL (G310)

Details:
Needs prior endorsement from Fine Arts Program
Type: Exhibit Hall
Capacity: 200
Non-Air-conditioned

Equipment:
None

Capacity: 50
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

GONZAGA DANCE STUDIO (G311)

Details:
Needs prior endorsement from Fine Arts Program
Type: Dance Studio
Capacity: 50
Non-Air-conditioned
Mirrors

Equipment:
None

JGSOM 105 (SOM105)

Details:
Type: Classroom
Capacity: 50
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD projector
1 Overhead projector
1 Projection screen
1 Sound system
2 Handheld microphones
1 Desktop computer
1 DVD player

GONZAGA 312 (G312 / Music Room)

Details:
Needs prior endorsement from Fine Arts Program
Type: Classroom
Capacity: 40
Air-conditioned
Blackboard

Equipment:
None

JGSOM 106 (SOM106)

Details:
Type: Classroom
Capacity: 50
Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

CHING TAN ROOM (SOM111)

Details:
Type: Tiered Lecture Hall
Capacity: 98
Air-conditioned
Fixed Tables and Stackable Chairs
Whiteboard
Lectern
Philippine & Ateneo Flags

Equipment:
1 LCD projector
1 Overhead projector
1 Projection screen
1 Sound system
2 Handheld microphones
1 Desktop computer
1 DVD player
JGSOM 202 (SOM202)

Details:
Type: Classroom
Capacity: 50
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

JGSOM 203 (SOM203)

Details:
Type: Classroom
Capacity: 50
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

JGSOM 210 (SOM210)

Details:
Type: Tiered Classroom
Capacity: 59
Air-conditioned
Fixed Tables and Stackable Chairs
Whiteboard

Equipment:
1 LCD projector
1 Overhead projector
1 Projection screen
1 Sound system
1 Handheld microphone

JGSOM 211 (SOM211)

Details:
Type: Tiered Classroom
Capacity: 59
Air-conditioned
Fixed Tables and Stackable Chairs
Whiteboard

Equipment:
1 LCD projector
1 Overhead projector
1 Projection screen
1 Sound system
1 Handheld microphone

KOSTKA 201 (K201)

Details:
Type: Classroom
Capacity: 56
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

KOSTKA 202 (K202)

Details:
Type: Classroom
Capacity: 56
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen
KOSTKA 203 (K203)

Details:
Type: Classroom  
Capacity: 55  
Non-Air-conditioned  
Tablet Chairs  
Blackboard

Equipment:  
1 LCD Projector  
1 Overhead Projector  
1 Projection screen

KOSTKA 302 (K302)

Details:
Type: Classroom  
Capacity: 54  
Non-Air-conditioned  
Tablet Chairs  
Blackboard

Equipment:  
1 LCD Projector  
1 Overhead Projector  
1 Projection screen

KOSTKA 204 (K204)

Details:
Type: Classroom  
Capacity: 54  
Non-Air-conditioned  
Tablet Chairs  
Blackboard

Equipment:  
1 LCD Projector  
1 Overhead Projector  
1 Projection screen

KOSTKA 303 (K303)

Details:
Type: Classroom  
Capacity: 54  
Non-Air-conditioned  
Tablet Chairs  
Blackboard

Equipment:  
1 LCD Projector  
1 Overhead Projector  
1 Projection screen

KOSTKA 301 (K301)

Details:
Type: Classroom  
Capacity: 55  
Non-Air-conditioned  
Tablet Chairs  
Blackboard

Equipment:  
1 LCD Projector  
1 Overhead Projector  
1 Projection screen

KOSTKA 304 (K304)

Details:
Type: Classroom  
Capacity: 54  
Non-Air-conditioned  
Tablet Chairs  
Blackboard & Whiteboard

Equipment:  
1 LCD Projector  
1 Overhead Projector  
1 Projection screen
KOSTKA EXTENSION

Details:
Reservation c/o OSA
Type: Multi-Purpose Venue with 8 slots
Capacity: 4 per slot
Non-Air-conditioned
Wooden Tables & Benches

Equipment:
None

LEONG HALL AUDITORIUM (LH111)

Details:
Type: Auditorium
Capacity: 476
Air-conditioned
Fixed Auditorium Chairs
Podium
Philippine & Ateneo Flags

Equipment:
1 LCD Projector (4,500 Lumens)
1 Projection Screen
1 Sound System
Amplifier
Speakers
1 Desktop Computer
1 Lapel Microphone
1 Handheld Microphone
8 Microphones
2 Table Top Microphones
5 Straight-type Microphone stand
3 Boom-type Microphone stand 1
Customized Chime
1 Digital Signal Processor
1 Mixing Console
1 Sequential Power switch
1 Tape deck
1 CD player
1 DVD recorder

LH CONFERENCE ROOM 1 (LH206 / RICARDO LEONG CENTER FOR CHINESE STUDIES CONFERENCE ROOM)

Details:
Reservation c/o Chinese Studies Program
Type: Conference Room
Capacity: 20
Air-conditioned
Conference Tables and Breuer Chairs

Equipment:
None

LH CONFERENCE ROOM 2 (LH306)

Details:
Type: Conference Room
Capacity: 12
Air-conditioned
Conference Table and Breuer Chairs

Equipment:
None

LH CONFERENCE ROOM 3 (LH407)

Details:
Type: Conference Room
Capacity: 12
Air-conditioned
Conference Table and Breuer Chairs

Equipment:
None
**LOYOLA SCHOOLS FACILITIES AND EQUIPMENT GUIDEBOOK**

**LH CONFERENCE ROOM 4**
*(LH404 / SOSS Dean’s Conference Room)*

**Details:**
Reservation c/o SOSS Dean’s Office
Type: Conference Room
Capacity: 20
Air-conditioned
Conference Table and Breuer Chairs

**Equipment:**
None

**LEONG HALL ROOFDECK**

**Details:**
Type: Roofdeck
Capacity: 400
Non-Air-conditioned
Covered Open Space

**Equipment:**
None

**LS PROMENADE**

**Details:**
Reservation c/o OAS
Type: Multi-Purpose Venue with 10 Slots *(primarily used for selling activities)*
Capacity: 10 per slot
Pavered Open Area
Tents *(3x3m)* available upon request

**Equipment:**
None

**MVP-CSL ROOFDECK** *(Colayco Hall)*

**Details:**
Type: Roofdeck
Capacity: 400
Non-Air-conditioned
Covered Open Space

**Equipment:**
None

**PLDT-CTC 102** *(CTC102)*

**Details:**
Type: Classroom
Capacity: 90
Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

**Equipment:**
1 LCD Projector
1 Overhead Projector
1 Projection screen
1 Mipro Portable Mic

**PLDT-CTC 103** *(CTC103)*

**Details:**
Type: Classroom
Capacity: 50
Non-Air-conditioned
Tablet Chairs
Blackboard

**Equipment:**
1 LCD Projector
1 Overhead Projector
1 Projection screen
PLDT-CTC 104 (CTC104)

**Details:**
Type: Classroom  
Capacity: 50  
Non-Air-conditioned  
Tablet Chairs  
Blackboard  

**Equipment:**
1 LCD Projector  
1 Overhead Projector  
1 Projection screen  

PLDT-CTC 105 (CTC105)

**Details:**
Type: Classroom  
Capacity: 110  
Air-conditioned  
Tablet Chairs  
Whiteboard  

**Equipment:**
1 LCD Projector  
1 Overhead Projector  
1 Projection screen  

PLDT-CTC 106 (CTC106)

**Details:**
Type: Classroom  
Capacity: 50  
Non-Air-conditioned  
Tablet Chairs  
Blackboard  

**Equipment:**
1 LCD Projector  
1 Overhead Projector  
1 Projection screen  

PLDT-CTC 107 (CTC107)

**Details:**
Type: Classroom  

PLDT-CTC115 (CTC115)

**Details:**
Type: Conference Room  
Capacity: 12  
Air-conditioned  
Conference Table  
Stackable Chairs  
Whiteboard  

**Equipment:**
None  

PLDT-CTC 118 (CTC118)

**Details:**
Type: Classroom  
Capacity: 60  
Air-conditioned  
Tablet Chairs  
Whiteboard  

**Equipment:**
1 LCD Projector  
1 Overhead Projector  
1 Projection screen  

PLDT-CTC 202 (CTC202)

**Details:**
Type: Classroom  
Capacity: 50  
Non-Air-conditioned  
Tablet Chairs  
Blackboard
### Equipment:
- 1 LCD Projector
- 1 Overhead Projector
- 1 Projection screen

#### PLDT-CTC 203 (CTC203)

**Details:**
- Type: Classroom
- Capacity: 50
- Non-Air-conditioned
- Tablet Chairs
- Blackboard

#### PLDT-CTC 204 (CTC204)

**Details:**
- Type: Classroom
- Capacity: 50
- Non-Air-conditioned
- Tablet Chairs
- Blackboard

#### PLDT-CTC 205 (CTC205)

**Details:**
- Type: Classroom
- Capacity: 50
- Non-Air-conditioned
- Tablet Chairs
- Blackboard

#### PLDT-CTC 206 (CTC206)

**Details:**
- Type: Classroom
- Capacity: 50
- Non-Air-conditioned
- Tablet Chairs
- Blackboard

**Equipment:**
- 1 LCD Projector
- 1 Overhead Projector
- 1 Projection screen

#### PLDT-CTC 301 (CTC301)

**Details:**
- Type: Classroom
- Capacity: 50
- Non-Air-conditioned
- Tablet Chairs
- Blackboard

**Equipment:**
- 1 LCD Projector
- 1 Overhead Projector
- 1 Projection screen

#### PLDT-CTC 302 (CTC302)

**Details:**
- Type: Classroom
- Capacity: 50
- Non-Air-conditioned
- Tablet Chairs
- Blackboard

**Equipment:**
- 1 LCD Projector
- 1 Overhead Projector
- 1 Projection screen
PLDT-CTC 303 (CTC303)

Details:
Type: Classroom  
Capacity: 50  
Non-Air-conditioned  
Tablet Chairs  
Blackboard

Equipment:
1 LCD Projector  
1 Overhead Projector  
1 Projection screen

PLDT-CTC 304 (CTC304)

Details:
Type: Classroom  
Capacity: 50  
Non-Air-conditioned  
Tablet Chairs  
Blackboard

Equipment:
1 LCD Projector  
1 Overhead Projector  
1 Projection screen

PLDT-CTC 305 CTC305

Details:
Type: Classroom  
Capacity: 50  
Non-Air-conditioned  
Tablet Chairs  
Blackboard

Equipment:
1 LCD Projector  
1 Overhead Projector  
1 Projection screen

PLDT-CTC 306 (CTC306)

Details:
Type: Classroom

Capacity: 50

Non-Air-conditioned

Tablet Chairs

Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

QUADSTAGE (Doghouse)

Details:
Type: Multi-Purpose Venue
Capacity: 12
Non-Air-conditioned
Covered Open Space
Wooden Tables and Wooden
Benches

Equipment: None

RIZAL MINI THEATER (RMT)

Details:
Type: Theater
Capacity: 250
Air-conditioned
Stackable Chairs

Equipment: None

SCIENCE EDUCATION COMPLEX FOYERS B & C (SEC B & SEC C Foyers)

Details:
Type: Foyer
Capacity: 75
Non-Air-conditioned
Covered Open Space
Wooden Tables and Wooden Benches

Equipment: None

SEC A 116

Details:
Type: Classroom
Capacity: 55
Non-Air-conditioned
Tablet Chairs
Blackboard & Whiteboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

SEC A 117

Details:
Type: Classroom
Capacity: 55
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

SEC A 123

Details:
Type: Classroom
Capacity: 5
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

SEC A 124

Details:
Type: Classroom
Capacity: 55
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen
SEC A 202

Details:
Type: Classroom
Capacity: 40
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

SEC A 203

Details:
Type: Classroom
Capacity: 40
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

SEC A 204

Details:
Type: Classroom
Capacity: 40
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

SEC A 205

Details:
Type: Classroom
Capacity: 55
Non-Air-conditioned
Tablet Chairs
Blackboard

SEC A 208

Details:
Type: Classroom
Capacity: 55
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

SEC A 209

Details:
Type: Classroom
Capacity: 55
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

SEC A 210

Details:
Type: Classroom
Capacity: 55
Non-Air-conditioned
Tablet Chairs
Blackboard
Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

SEC A 214
Details:
Type: Classroom
Capacity: 55
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

SEC A 215
Details:
Type: Classroom
Capacity: 55
Non-Air-conditioned
Tablet Chairs
Blackboard

Equipment:
1 LCD Projector
1 Overhead Projector
1 Projection screen

PCIB LECTURE HALL (SEC Lecture Hall 2 / SEC B 201)
Details:
Type: Tiered Lecture Hall
Capacity: 100
Air-conditioned
80 Fixed Auditorium Chairs with
Tablet with additional 20 Tablet
Chairs
Whiteboard
Lectern

Philippine & Ateneo Flags

Equipment:
1 LCD projector
1 Overhead projector
1 Projection screen
1 Desktop computer
1 Sound system
1 Lapel microphone
1 DVD player
1 Microphone stand

P&G LECTURE HALL (SEC Lecture Hall 3 / SEC C 201)
Details:
Type: Tiered Lecture Hall
Capacity: 100
Air-conditioned
80 Fixed Auditorium Chairs with
Tablet with additional 20 Tablet
Chairs
Whiteboard
Lectern
Philippine & Ateneo Flags

Equipment:
1 LCD projector
1 Overhead projector
1 Projection screen
1 Desktop computer
1 Lapel microphone
1 Slide projector
1 Sound system
1 VHS player (shared w/ PCIBank Lecture Hall)
1 Microphone stand
1 DVD player

SS CASE STUDY ROOM
Details:
Type: Tiered Lecture Hall
Capacity: 64
Air-conditioned
Fixed Tables and Stackable Chairs
Whiteboard

**Equipment:**
- 1 LCD projector
- 1 Overhead projector
- 1 Projector screen

**SS 280**

**Details:**
- Type: Classroom
- Capacity: 68
- Air-conditioned
- Tablet Chairs
- Blackboard & Whiteboard

**Equipment:**
- 1 LCD Projector
- 1 Overhead Projector
- 1 Projection screen

**SS Computer Laboratory (SS284)**

**Details:**
- Reservation c/o MIS Office
- Type: Computer Laboratory
- Capacity: 35
- Air-conditioned
- Fixed Tables and Ergonomic Chairs

**Equipment:**
- 36 Desktop Computers
- 1 LCD Projector
- 1 Overhead Projector
- 1 Projection screen
- 1 Mipro portable PA system

**SS CONFERENCE ROOMS 1-2**

**Details:**
- Type: Conference Room
- Capacity: 60
- Air-conditioned
- Breuer Chairs

**SS CONFERENCE ROOMS 3-4**

**Details:**
- Type: Conference Room
- Capacity: 60
- Air-conditioned
- Breuer Chairs

**Equipment:**
- 1 LCD Projector
- 1 Overhead projector
- 1 Projector screen
- 1 33” colored television
- 1 VHS player
- 1 DVD player

**SS CONFERENCE ROOM 5**

**Details:**
- Priority of use and reservation c/o Communication Dept.
- Type: Conference Room
- Capacity: 35
- Air-conditioned
- Tablet Chairs
- Blackboard

**Equipment:**
- None

**SS CONFERENCE ROOM 6**

**Details:**
- Priority of use and reservation c/o Communication Dept.
- Type: Conference Room
- Capacity: 28
- Air-conditioned
Tablet Chairs
Blackboard

**Equipment:**
None

**SS MULTI-PURPOSE AREA**

**Details:**
Priority of use and reservation c/o Office of Guidance and Counseling
Type: Conference Room
Capacity: 15
Air-conditioned
Wooden tables and stackable chairs
Rolling Whiteboard

**Equipment:**
None

**SS CONFERENCE ROOM A**

**Details:**
Priority of use and reservation c/o Communication Dept.
Type: Conference Room
Capacity: 15
Air-conditioned
Wooden tables and stackable chairs

**Equipment:**
None

**SS CONFERENCE ROOM B**

**Details:**
Priority of use and reservation c/o Education Dept.
Type: Conference Room
Capacity: 10
Air-conditioned
Wooden tables and wooden chairs
Rolling Whiteboard

**Equipment:**
None

**SOCIAL SCIENCES FOYER (SS Foyer)**

**Details:**
Type: Foyer
Capacity: 75
Non-Air-conditioned
Covered Open Space

**Equipment:**
None
FURNITURE

Tables

Long Black Table

Short Black Table
Short Wooden Table

Monobloc Table
Monobloc Chair

Rolling Boards

Big and Small Rolling Boards
Lectern

Podium

Stands

Graduation Stand  Communion Stand
Exhibit Blocks
RESERVATION POLICIES and PROCEDURES

General Reservation Policies | Students Reservation Procedure |
Offices / Departments Reservation Procedure | Students’ Reservation Procedure Diagram
RESERVATION POLICIES AND PROCEDURES

A. General Reservation Policies for all LS Facilities:

1. Reservations will be entertained on a first-come, first-serve basis.

2. To avail of appropriate venues for your activities, you may submit requests as early as one (1) month before the day of the activity and at the latest, two (2) clear working days* before the day of the activity.

   *Example: If you wish to reserve a venue for Thursday, request should be made, at the latest, by Monday. Please take note that Sundays and Holidays (Government-declared Legal and Special Non-working Holidays and Official University Holidays) are not considered as working days.

   **Important Note:** LATE REQUESTS WILL NOT BE ENTERTAINED.

3. Please make sure that ALL necessary fields in the form have been completely filled out and all applicable documents (i.e. layout, program flow, FQA approval, list of outsiders and vehicle plate numbers, list of additional equipment that will be brought in, etc.) have been attached to the request form upon submission. INCOMPLETE FORMS WILL NOT BE ACCEPTED.

4. **No certificate, no reservation.** Reservation is confirmed only if issued with a Certificate of Reservation or a copy of the reservation form duly signed by authorized signatory from the OAS.

5. Only one reservation for facility and/or equipment is allowed per given timeslot for class, department or student organization activities except for class/ department/ organization-sponsored activities that will require multiple use of venues/equipment.

6. The Loyola Schools facilities are open for reservation to the Ateneo community [i.e. (1) LS Departments, Offices, Centers, Affiliated Offices, Student Organizations (2) Institutional partner/member organizations (3) Outreach Partners (4) Other University Units (4) Alumni and Other Units’ Parents’ Association/Group]. However, priority is given to LS offices, departments and student organizations. All requestors should submit LS Facilities / Equipment Reservations Submission Form completely and within the prescribed submission period.

7. Requests over the telephone will not be entertained.
8. LS facilities may be reserved for a maximum of five (5) consecutive days subject to review.

9. Direct attachments / mounting (i.e. use of any kind of adhesives, staple wires, thumbtacks and nails for posters, decors, props, etc., use of strings to tie streamers/ banners, etc.) to the ceilings, posts, walls, floors and any building structures are NOT allowed. Make use of stand-alone display stands.

10. No food and drinks are allowed inside the classrooms, lecture halls, audio-visual rooms and auditorium. You may use nearby foyers for dining and are subject to availability and approval.

11. All activities that will serve / provide food to their participants and/or organizers / volunteers are required to comply with the current AEMC (Ateneo Environmental Management Coalition) and FSQA (Food Safety and Quality Assurance) policies and guidelines. No FSQA approval slip is considered incomplete and will not be accepted.

**Important Note:** As a standard procedure, **FQA APPROVAL SHOULD BE SECURED PRIOR TO RESERVATION OF FACILITIES.**

12. The following are not allowed for outdoor use:
   a. Audio-visual equipment
   b. All wooden furniture (i.e. tables, rolling boards, exhibit blocks, lectern, etc.)
   c. Iwata Fans

13. The allowed maximum sound output for all activities/ venues is 75 decibels only (not stronger than a “karaoke”).

14. All activities with outside guests (i.e. participants, speakers, sponsors, suppliers, etc.) are required to submit a complete list of outsiders including vehicle plate numbers to OAS together with the request to ease up processing and approval. Those that may have difficulty getting the details of outsiders for early submission will be accommodated and allowed to submit 2 days before the event at the latest.

15. All passageways, doorways, hallways, walkways, driveways, PWD (Persons with Disabilities) ramps and emergency exits should be kept open / accessible at all times. Any set-up / activities along these areas are strictly not allowed.

16. In reference to **Article II Section 2, item c.iii** of the Magna Carta of Undergraduate Student Rights:
“Regular classes shall not be scheduled during co-curricular activity hours prescribed by the Office of the Associate Dean for Academic Affairs.”

As prescribed by the ADAA, the co-curricular activity hour is from 4:30-6:00PM every Mondays and Fridays. Only during the moratorium period for student activities (within the 2 weeks prior to final exams) should requests for facilities for academic activities for the said schedule may be allowed.

17. All classes, exams or any required academic activities during the co-curricular activity hours are required to seek approval first from the Associate Dean for Academic Affairs (ADAA). The ADAA approval should be attached to the request form upon submission within the provided period.

18. All requests for use of the Loyola Schools’ facilities and equipment are subject for review. Approval of the Office of Administrative Services (OAS) are based on the guidelines set and will take into consideration the nature of the activity, the noise level, set-up and the number of attendees.

19. Please refer to the detailed policies / guidelines on the use of special venues in the Loyola Schools (i.e. Leong Hall Auditorium and Roofdeck, Escaler Hall, MVP-CSL Roofdeck, Ching Tan Room, etc.) on the following pages.

20. For cancellation of approved reservations, Certificate of Reservation should be returned to OAS with notation to cancel and signature at least 2-days in advance. Failure to do so will be reported to the Office of the Vice President for the Loyola Schools (OVPLS) or Dean’s Office or Office of Student Activities (OSA).

21. Applicable rates apply for the use of facilities / equipment / utilities for activities under Category B of the Categories of Charging.

22. Requests will be entertained during:

- Mondays to Fridays: 9:00AM to 11:00AM, 1:30PM to 4:00PM
- Saturdays: 9:00AM to 11:00AM
B. Students’ Reservation Procedure:

You can view facilities and equipment’s availability online via Internet by logging-on to www.ateneo.edu/oas

Procedure:

a. Check availability of the facility or equipment on-line.

b. Once a suitable/ available facility/equipment is found, fill out the necessary form i.e. LS Facility and Equipment Request Form (short form/ request slip) or LS Facilities / Equipment Reservations Submission Form (long form/ checklist) complete with all necessary documents (i.e. program flow, layout, etc.)

c. Secure the necessary endorsements / signatures as follows prior to submission of request:

   - **For classes:** Faculty or Department Secretary (in the absence of Faculty)
   - **For organizations:** Office of Student Activities (OSA) Professional or Staff, Ground Floor, MVP-CSL Building

Other endorsements / signatures are required (aside from the abovementioned) from the respective office in charge of the following facilities:

- **Gonzaga Hall and Old Communication Building Facilities:** Fine Arts Program, 2nd Floor, Gonzaga Hall
- **De la Costa Consultation Rooms 1-3, 5 & 6:** SOH Dean’s Office, Ground Floor, De la Costa Hall
- **SS280:** Communication Department, 3rd Floor, Social Sciences Building
- **MVP Basement:** Loyola Schools Bookstore, Lower Ground Floor, MVP-CSL Building
- **For activities with food that will be served / provided during the activity / event within Loyola Schools with at least fifty (50) participants should go to the Food Safety and Quality and Assurance (FSQA) Supervisor (at the Office of Health Services, Ground Floor, Social Sciences Building) for approval of the food / menu. An approval slip will be given and should be attached to the request form upon submission to OAS.

   - **d. Once endorsed by necessary signatories, return to OAS for online encoding of request. For successful online request, you will be given a**
Request Number. Write the Request Number/s on the space provided on the request form.

**NOTE:** This is **ONLY** a Request Number. **It does NOT guarantee approval.** Your request will be processed as soon as you submit your properly filled-out Reservation Form to the Reservations Coordinator at the OAS Reservations window.

e. Submit your request form to the Reservations Coordinator for screening. **All incomplete forms will be returned.**

**Important Note:** Please make sure that all necessary fields have been completely filled out and all necessary documents have been attached. **Incomplete request will not be accepted.** Indicate N/A for items that are not applicable to your request.

f. Over the window approval/disapproval may be issued right after review for those requests with simple requirements. Those with complex requirements and considered major/ big events may require longer processing time of at least 2 clear working days.

**Important Note:** **REQUESTS MADE ARE NOT GUARANTEED UNLESS ISSUED A CERTIFICATION OF RESERVATION.** You will need the Certification of Reservation to ensure that there are no conflicts for your reservation and / or to claim the equipment you requested. For requestors who submitted the long form, you will be given a copy of your approved request form. This certificate must be presented to the maintenance personnel, the AV technician and / or the Security guards for validation in the use of venue/ release of equipment.
STUDENTS’ RESERVATION PROCEDURE DIAGRAM

1. Check for the availability of the facility/equipment online
2. Fill up the request Form
3. Secure necessary endorsement/s (Faculty/OSA, FQA, FA, SOH, Comm., etc)
4. Do the online request and get the Request Number
5. Submit your request to the Coordinator for screening
6. Approval / Disapproval of request
C. Offices/Departments Reservation Procedure:

a. With the Automatic Online Approval System in place, VPLS Office, Dean’s Offices, Departments and Administrative Offices may automatically reserve facilities and equipment online. Only authorized representative/s is/are allowed to reserve online.

**Important Note:** All reservations **SHOULD** comply with the policies and guidelines set for every facility. These policies and guidelines should be considered before reserving any facility online.

b. For each reservation made, you will be given a reservation / confirmation number that you will present to the Reservations Coordinator to claim your Certification of Reservation.

**Important Note:** You will need to claim your Certification of Reservation to ensure that there are no conflicts for your reservation or to claim the equipment you requested. This certificate is also presented to the Security Guard / AV technician when needed.

c. A fully accomplished LS Facilities and Equipment Reservation Submission Form with all necessary documents attached should be submitted to OAS for facilities that require it.

**Important Note:** INCOMPLETE FORMS WILL NOT BE PROCESSED. ONLY the list of outsiders will be allowed for follow up and it should be submitted at the latest, two (2) working days prior to the day of activity.

d. **For equitable distribution of venues to all requestors, each authorized representative can only make two (2) reservations for a facility in a day.**

e. The following facilities should be coordinated first with the respective office in charge before reserving them online:

   - *For Gonzaga and Old Communication Building Facilities:* Fine Arts Program, 2nd Floor, Gonzaga Hall
   - *For De la Costa Consultation Rooms 1-3, 5 & 6:* SOH Dean’s Office, Ground Floor, De la Costa Hall
   - *SS280:* Communications Department, 3rd Floor, Social Sciences Building
   - *FH310:* Registrar’s Office, Ground Floor, Social Sciences Building
   - *FH311:* Office of Social Concern and Involvement (OSCI), Ground Floor, MVP-CSL Building
   - *Faber Hall Function Room:* Current user of RMT
   - *G205A:* Office of the Associate Dean for Student Affairs (ADSA), Ground Floor, Xavier Hall
f. All reservations during breaks i.e. Semestr al breaks, Christmas break, Summer Breaks (between 2nd Semester and Summer Term and between Summer Term and 1st Semester) should be coordinated first with the Reservations Coordinator before reserving online.
GUIDELINES on the USE of LOYOLA SCHOOLS FACILITIES

Leong Hall Auditorium | Leong Hall Conference Rooms | Leong Hall Roofdeck | MVP Roofdeck | Colayco Pavilion | MVP and LH Elevator | Faber Hall Function Rooms | LS Conference Rooms in Faber Hall | Escaler Hall, Faura AVR and Ching Tan Room | Rizal Mini Theatre | Gonzaga Hall Facilities | Foyers, Kostka Extension and Quadstage | LS Promenade | SEC Field, & Zen Garden | Bellarmine Field | Rehearsal Venues | Photo / Video Shoots
GUIDELINES ON THE USE OF THE
RICARDO AND DR. ROSITA LEONG HALL FACILITIES

LEONG HALL AUDITORIUM,
LOBBY AND ADJACENT FOYER
(as of June 2012)

1. The auditorium and the adjacent foyer may be reserved only for meetings, conferences, seminars, lectures, symposia and convocations which will have 250–476 participants.

   Usage of Auditorium for plays, concerts, recitals and theatrical presentations maybe allowed subject to the following guidelines:

   a. There should be a reasonable need that merits the use of the auditorium based on the space setup, logistical and audio-visual equipment provision and capacity.
   b. Limited to one-time use per year. The organizer / performance group should ascertain (based on their year schedule) on the activity / event that they intend to hold in the auditorium.
   c. To avail of the basic venue provision only - fixtures/fittings audio-visual equipment. NO ADDITIONAL PROPS, SETUP AND AUDIO-VISUAL EQUIPMENT ARE ALLOWED.

   The AV technician-in-charge will report to OAS any unauthorized setup / installation.

2. Priority of use will be as follows:

   a. For LS activities and administrative offices’ functions
   b. For LS-recognized/accredited student organizations’ activities and non-academic formation.
   c. For international/national conferences sponsored by an LS Department/Office or by a Central Administration Office.

   Note: Activities are limited to the ones stipulated in Guideline #1

3. The auditorium may be reserved for a maximum of five consecutive days. Activities may only be held from 7 am until 11 pm with clean up to be finished by 12 midnight. Eating and drinking are allowed only in the lobby and not in the auditorium and the foyer.

4. Booths, temporary risers, platforms, and attachments to the ceilings, posts and walls are not allowed.
5. For streamers, only standard stand-alone streamer stands may be used to identify the name / title of the activity that is going on. No commercial / sponsor related streamers are allowed. Welcome streamers may be installed along University Road upon coordination with the Facilities Management Office.

6. The following guidelines must be followed for the use of the Leong Hall Foyer:
   
   a. Book display may be allowed during book launches and other activities. All selling activities are to be coordinated with and done at the LS Bookstore. In cases of a book launch, only the specific book / title to be launched are allowed to be sold in the foyer.

   b. No sponsorship banners / tarps are allowed to be placed on walls, grills, pillars, etc. only the title of the event may be placed subject to approval and provided that it is stand alone and does not pose any obstruction.

   c. No food and drinks at the foyer. Certain foods and drinks like sandwiches, coffee, water, softdrinks and juices may be allowed at the lobby for reception that is part of the program at the auditorium and should be contained next to the wall of the auditorium.

7. Proper arrangements must be made for the services of maintenance personnel, AV technicians and security guards as well as for the use of the elevator for senior citizens and handicapped guests, and reservation for parking spaces. Use of the driveway is allowed only for dropping-off and picking-up of guests. The request for these should be indicated in the request of the venue.

8. Appropriate costs will be charged for the use of the venue. These are fees for use cost of space and utilities as well as overtime pay for AV technicians, maintenance personnel and security guards.

9. All requesting groups are required to submit a fully accomplished LS Facilities / Equipment Reservations Submission Form with all necessary attachments including program of activities and proposed floor layout for the stage in the auditorium, the foyer and the lobby.

10. General reservation policies on the use of the LS facilities apply.
LEONG HALL CONFERENCE ROOMS

1. The conference rooms, by their very nature, are reserved for lectures, meetings, symposia, training sessions and workshops, and may not be used as regular classrooms.

2. There are 4 conference rooms at Leong Hall with the following seating capacities:
   a. Ricardo Leong Center for Chinese Studies Conference Room / LH Conference Room 1 (2nd Floor, near ACAS) – 20 capacity (Reservation c/o Chinese Studies)
   b. LH Conference Room 2 (3rd Floor, near European Studies) – 12 capacity
   c. LH Conference Room 3 (4th Floor, near Development Studies) – 12 capacity
   d. SOSS Dean’s Conference Room / LH Conference Room 4 (4th Floor, near Dean’s Office) – 20 capacity (Reservation c/o SoSS Dean’s Office)

3. Priority of use will be as follows:
   a. For use as break-out rooms for plenary sessions at the auditorium
   b. For LS department activities and administrative offices’ functions

   Note: 1. Activities are limited to the ones stipulated in Guideline #1
       2. May not be used for regular classes

4. Attachments to the ceilings, posts and walls are not allowed. For streamers, only standard stand-alone streamer stands may be used.

5. Proper arrangements must be made for the services of maintenance personnel, AV technicians and security guards as well as for the use of the elevator for senior citizens and handicapped guests and reservation for parking spaces.

6. Appropriate costs will be charged for the use of the venue. These are fees for use cost of space and utilities as well as overtime pay for AV technicians, maintenance personnel and security guards.

7. Conference Rooms may only be reserved through the online reservation system.

8. General reservation policies on the use of the LS facilities apply.
LEONG HALL ROOFDECK

1. The Roofdeck may be reserved for meetings, conferences, seminars and reception which will have 100-400 participants and which will not use sound equipment “stronger” than a karaoke (75 decibels).

2. Since Leong Hall is a Faculty Center, the priority of use will be as follows:
   a. LS department activities and administrative offices functions
   b. Social gatherings for functions in the Leong Auditorium
   c. LS-recognized/accredited student organizations’ activities and non-academic formation.

   Note: Activities are limited to the ones stipulated in Guideline #1.

3. It may be reserved for a maximum of five consecutive days. Activities may only be held from 7 am until 11 pm with clean up to be finished by 12 midnight.

4. Booths are not allowed. Temporary risers and platforms up to 2 feet in height may be brought in, provided that they do not result in damage to the floors and walls and must be removed after each activity.

   Requesting group may use the dedicated 12’x8’x1’ platform / stage in the MVP Roofdeck for their event / activity. The requesting group should indicate in the request if they wish to use this. Once the request has been approved, the requesting group should prepare a Job Order to Facilities Management Office (FMO) for installation and dismantling.

5. Attachments to the ceilings, posts, walls and floors are not allowed. For streamers, only the standard streamer stands may be used.

6. Proper arrangements must be made for the services of maintenance personnel, AV technicians and security guards as well as for the use of the elevator for senior citizens and handicapped guests. The request for these should be indicated in the letter requesting the reservation of the venue

7. For elevator use, please refer to the guidelines for the use of elevator on page 56.

8. Appropriate costs will be charged for the use of the venue. These are fees for use cost of space and utilities as well as overtime pay for maintenance personnel and security guards, and technicians when necessary.
9. All requesting groups are required to submit a fully accomplished LS Facilities / Equipment Reservation Submission Form with all necessary attachments including program of activities and proposed floor layout.

10. General reservation policies on the use of the LS facilities apply.
GUIDELINES ON THE USE OF THE
MANUEL V. PANGILINAN CENTER FOR STUDENT
LEADERSHIP HALL FACILITIES

MVP-CSL ROOFDECK (COLAYCO HALL)

1. The Colayco Hall may be reserved for meetings, conferences, seminars and concerts which will have 100-400 participants and which will not use sound equipment “stronger” than a karaoke (75 decibels).

2. Priority of use will be as follows:
   a. LS-recognized/accredited student organizations’ activities and non-academic formation
   b. LS academic activities and administrative offices’ social functions

3. It may be reserved for a maximum of five consecutive days. Activities may only be held from 7 am until 11pm with clean up to be finished by 12 midnight.

4. Booths are not allowed. Temporary risers and platforms up to 2 feet in height may be brought in provided that they do not result in damage to the floors and must be removed right after each activity.

   Requesting group may use the dedicated 12’x8’x1’ platform / stage in the MVP Roofdeck for their event / activity. The requesting group should indicate in the request if they wish to use this. Once the request has been approved, the requesting group should prepare a Job Order to Facilities Management Office (FMO) for installation and dismantling.

5. Direct attachments/mounting to the ceilings, posts, walls and floors are not allowed. For streamers, only the standard streamer stands may be used.

6. Proper arrangements must be made for the services of maintenance personnel and security guards as well as for the use of the elevator for senior citizens and handicapped guests. The request for these should be indicated in the form requesting the reservation of the venue.

7. For elevator use, please refer to the guidelines for the use of elevator on page 56.

8. The Colayco Hall may be used for rehearsals provided that the requesting group complies with the following guidelines:
a. The Colayco Hall will be divided into two slots. A maximum of two (2) groups may occupy the Hall at a given time (Group A- Faura Hall side and Group B – Kostka Side).

b. Each slot may be reserved for student organizations which will not use sound equipment “stronger” than a karaoke (75 decibels).

c. Schedule of reservations must be endorsed by the Office of Student Activities and approved by the Director for the Office of Administrative Services, through the regular reservation procedure. Reservation of the venue does not include equipment and furniture.

d. Reservations are on a first-come, first-served basis. Student groups may opt to reserve the venue not more than thirty (30) days before and not later than two (2) clear working days before the proposed date of use.

e. Student groups using the venue must make sure that it is restored after use and cleanliness is maintained. Leaving of equipment and props is not allowed.

f. For rehearsals (of performing groups such as Ateneo BlueREP, ENTABLADO, CADS, and TA), the venue may be reserved for a maximum of two weeks only. Weekends are not allowed. Rehearsals may only be held anytime between 8:00AM until 8:00PM only. Specific time should be indicated in the reservation form.

9. Appropriate costs will be charged for the use of the venue. These are fees for use cost of space and utilities as well as overtime pay for maintenance personnel and security guards.

10. All requesting groups are required to submit a fully accomplished LS Facilities / Equipment Reservations Submission Form with all necessary attachments including program of activities and proposed floor layout.

11. General reservation policies on the use of the LS facilities apply.
The Colayco Pavilion is a multi-purpose open area that can be used for various activities.

**General Parameters:**

1. Reservations to use the Colayco Pavilion must be approved by OSA, through a letter. Reservation of the venue does not include equipment and furniture.
2. Priority of use of the Colayco Pavilion will be as follows:
   a. activities of accredited student organizations
   b. activities of applying organizations
   c. activities of the LS integrated non-academic formation (INAF) program and Ateneo recognized groups
3. The Pavilion is divided into four quadrants. A maximum of four (4) groups may occupy the Colayco Pavilion at a given time.
4. The said venue may be reserved for a maximum of five consecutive days. Activities may only be held from 7:00 a.m. until 10:00 p.m. with clean-up to be finished by 11:00 p.m.
5. Reservations are on a first-come, first-served basis.
6. Wet sampling and selling activities are not allowed in the Colayco Pavilion.
7. Noise level should be kept to a minimum from 8:00 am to 4:30 p.m., Mondays to Fridays.
8. Rehearsals and other activities with sound set-up may only start at 5:00 p.m.

**Procedure:**

1. Submit a letter to OSA for the use of the Pavilion from 7:00 a.m. to 6:00 p.m. The letter must include the following information:
   a. name of point person and his/ her contact number
   b. date and time of the activity
   c. nature and purpose of the activity
   d. indicate the number of participants/attendees
e. indicate the quadrant/s to be used
f. proposed lay-out of the venue
g. other logistical needs (i.e. request for over-time maintenance personnel, equipment, etc.)

2. If the activity is beyond 6:00 p.m., the student group must submit a letter to OAS, endorsed by OSA, informing them of the activity and the same detail included in the letter to OSA (mentioned above).

3. For activities that will need equipment, the requesting group should submit a fully accomplished LS Facilities / Equipment Reservations Submission Form to OAS with all necessary attachments including the copy of the approved request letter by OSA.

4. General reservation policies on the use of the LS facilities apply.
GUIDELINES ON THE USE OF
MVP-CSL AND LEONG HALL ELEVATORS

1. The elevator may be used
   a. for emergency cases that require the need to transport an individual between floors
   b. to transport senior citizens and disabled occupants and guests of the MVP-CSL / Leong Hall
   c. for the use of the Administrators and their VIP guests on a building tour
   d. for transporting of food in chafing dishes only during an event on the Roofdeck

   - For food transport, the Requestor should ensure that the Food provider complies with the following:
     i. to provide for a protective material inside the elevator car before use
     ii. to clean the elevator car after use
     iii. to complete the transport an hour before the start of the event

2. Due to the limit in size and allowed load of the passenger elevator, transporting of the following items is not permitted.
   a. Tables and chairs
   b. Stage and other furniture
   c. Big Sound System and peripherals
   d. Spotlights and stands
   e. Tarpaulin, Graduation and Communion Stands
   f. Coolers and Ice Boxes
   g. Construction Materials

3. The following may be transported via the elevator provided that it is within the allowable size and weight.
   a. Table cloth; skirting and table napkins
   b. Potted plants
   c. Stand Fans
   d. Flower arrangements
   e. Chinaware, glasses and goblets
   f. Utensils in lightweight packing
   g. Snacks in lightweight packaging
   h. Water jugs and containers
   i. Canned Drinks and Mineral Water in small volume and with proper containers / carrier

4. The elevator is operational during:
Mondays to Fridays  7:00 AM – 7:00 PM
Saturdays        7:00 AM – 1:00 PM

For activities that would require an extension on the use of the elevator beyond the abovementioned schedule, please indicate it on your request.
GUIDELINES ON THE USE OF LOYOLA SCHOOLS FACILITIES IN FABER HALL

FABER HALL FUNCTION ROOM (FH101)

General Parameters:

1. The Function Hall’s capacity is as follows:
   a. Seminar-type Seat Plan: 150 pax
   b. Dine-in Seat Plan: 100 pax

2. Approval for the activities takes into consideration the nature of the activity, the noise level, and the number of attendees.

3. Priority of use will be as follows:
   a. Theater groups’ (Ateneo Musicians’ Pool, Blue Repertory, Entablado, and Tanghalang Ateneo) use vis-à-vis use of the Rizal Mini-Theater: the Function Hall will be out of commission during the pre-approved schedule of the theater groups’ intended use of the Function Hall in line with their performance dates at the Rizal Mini-Theater.
   b. LS academic activities and administrative offices/academic departments’ social functions and activities.

4. The Function Room may be used for the following activities:
   a. Book launches
   b. Poetry reading sessions
   c. Exhibits
   d. Fora, general assemblies and socials/receptions
   e. LS- and University-wide functions/activities

5. It may be used for a maximum of 5 consecutive days for all activities. Activities may only be held from 7 am to 11 pm with clean up to be finished by 12 midnight. Exhibits may be displayed throughout the day.

6. Air-conditioning will be used only for special functions upon request.

7. Direct attachments/mounting to the ceilings, posts and walls are not allowed. For streamers/tarpaulins, only the standard stand-alone streamer stands may be used. For catered events, groups/individuals reserving the Function Hall will need to stipulate ingress and egress schedule beforehand. Use of the pantry is allowed as service area for the caterer.

8. Proper arrangements must be made for the services of maintenance personnel, technicians and security guards.
9. Appropriate costs will be charged for the use of the venue. These are fees for use cost of space and utilities as well as overtime pay for maintenance personnel, technicians and security guards.

10. All requesting groups are required to submit a fully accomplished LS Facilities / Equipment Reservations Submission Form, program of activities and proposed floor layout.

11. General reservation policies on the use of the LS facilities apply.

**LOYOLA SCHOOLS CONFERENCE ROOMS IN FABER HALL**

1. The conference rooms by their very nature are reserved for meetings, lectures, symposia, training sessions and workshop, and may not be used as regular classrooms.

2. There are 5 conference rooms at Faber Hall with the following dimensions and seating capacities:

   a. FH Conference Room A / FH209 (5.36m. x 3.28m.) – 12 pax (2\textsuperscript{nd} floor, Reservation c/o Office of Administrative Services)
   
   b. FH Conference Room B / FH302 (10.73m. x 9.08m.) – 100 pax (3\textsuperscript{rd} floor, Reservation c/o Office of Administrative Services)
   
   c. FH Conference Room C / FH310 (5.28m. x 4.085) – 12 pax (3\textsuperscript{rd} floor, priority of use by Office of the Registrar)
   
   d. FH Conference Room D / FH311 (11.14m. x 3.284m.) – 30 pax (3\textsuperscript{rd} floor, priority of use by Office of Social Concern and Involvement)

3. Priority of use will be as follows:

   a. For use as break-out rooms for plenary sessions of LS Offices / departments
   
   b. For LS department activities and administrative offices’ functions

   Note:  
   1. Activities are limited to the ones stipulated in Guideline #1
   2. May not be used for regular classes

4. Attachments to the ceilings, posts and walls are not allowed. For streamers, only stand-alone streamer stands may be used.

5. Proper arrangements must be made for the services of maintenance personnel, AV technicians and security guards.
6. Appropriate costs will be charged for the use of the venue. These are fees for use cost of space and utilities as well as overtime pay for AV technicians, maintenance personnel and security guards.

7. All requestors who will be using any of the Faber Hall LS Conference Rooms should submit a fully accomplished LS Facilities / Equipment Reservations Submission Form with necessary signatures and attachments at least two (2) clear working days prior to the intended date of use. The inclusive date and time of use, and details of the activity must be indicated.
GUIDELINES ON THE USE OF ESCALER HALL, FAURA AUDIO-VISUAL ROOM AND CHING TAN ROOM

1. In general, the Escaler Hall, Faura Audio-Visual Room and Ching Tan Room (SOM111) may only be reserved for conferences, seminars, lectures, symposia, convocations and film viewings with participants at least two-thirds (2/3) of the capacity of the room and cannot be reserved as a regular venue for classes.

2. Priority of use will be as follows:
   a. Activities of the Office of the Vice President for the Loyola Schools
   b. LS Academic activities
   c. LS Non-academic activities and Administrative offices’ functions
   d. LS-recognized/accredited student organizations activities and non-academic formation activities.
   e. Non-LS Offices/Units – any unit of the University outside the Loyola schools such as Central Administration, High School, Grade School, Law School, etc.
   f. University Auxiliary and Affiliated Units

3. Escaler Hall, Faura Audio-Visual Room and Ching Tan Room may be reserved for a maximum of five consecutive days. Activities may only be held from 7:30 am until 9:00 pm including the clean up.

4. Booths, temporary risers, platforms, setup and attachments to the ceilings, posts and walls are not allowed. For streamers/tarpaulins, only standard stand-alone streamer stands may be used.
   For Escaler Hall users, they have the priority on the streamer/tarpaulin area at the entrance of SEC walkway. Welcome streamers/tarpaulins may be installed on the said area upon approval of OAS and coordination with the Facilities Management Office.

5. Appropriate costs will be charged for the use of the venue. These are fees for use cost of space and utilities as well as for the overtime pay for AV technicians, maintenance personnel and security guards.

6. For regular reservations (e.g. joint classes, film viewing, general assemblies and activities without setup aside from those that are in-house, etc.), Loyola Schools may reserve through online reservation system (for offices / departments / centers) and request slip (for students and orgs).
   For special events and activities with outsiders (guests and participants including VIPs), for those which have setup aside from those that are in-house, plays, concerts, etc., all requestors [i.e. (1) LS
Departments, Offices, Centers, Affiliated Offices, Student Organizations (2) Institutional partner/member organizations (3) Outreach Partners (4) Other University Units (4) Alumni and Other Units' Parents' Association/Group] should submit a fully accomplished LS Facilities / Equipment Reservations Submission Form with all the necessary documents attached.

7. No food and drinks are allowed inside the room. They may use nearby foyers for dining and are subject to approval.

8. General reservation policies on the use of the LS facilities apply.
GUIDELINES ON THE USE OF RIZAL MINI THEATRE AND REHEARSAL ROOM

The Rizal Mini Theatre (RMT) will primarily serve as a venue for the performing arts of the Loyola Schools Community.

General Parameters:

1. Recognized performing arts groups of the Loyola Schools – Ateneo College Glee Club, Ateneo Musicians’ Pool, Blue Repertory, Company of Ateneo Dancers, Entablado, and Tanghalang Ateneo, will have priority in the use of the mini theatre facilities. Second priority will be given to other recognized organizations/groups or classes in the Loyola Schools.

2. The group reserved for RMT is expected to have sole use and responsibility of all the mini-theatre facilities during routine / daily rehearsals, technical and dress rehearsals and the actual performances. Always lock/close the RMT upon leaving.

3. Using the facilities main theatre and rehearsal room for activities outside rehearsal, productions or theatre maintenance is not allowed.

4. The group is responsible for the cleanliness of RMT main theatre area and rehearsal room.

5. Smoking and eating inside the RMT main theatre and Rehearsal Room are strictly prohibited. Cast and crew members can use the Thomas Moore garden as the venue to dine. It is the responsibility of the group to clean up the area after use. Smoking is strictly prohibited within Loyola Schools.

6. Direct attachments to walls, floors, ceilings, glass door panels are not allowed. The cyclorama should be untouched. Do not pin, tack, nail, clip, tape, paste, staple anything – or leave thumb marks or handprints – on it since any of these will ruin the light beamed on its white surface.

7. The right of passage for emergency and fire exits should be accessible at all times without any obstruction or unwanted materials placed along these passages.

8. The use of smoke / fog machines or any kind of smoke / fog effects is not allowed.
9. The use of outside comfort rooms adjacent to RMT is allowed during evening shows only. This request has a corresponding fee for upkeep and for the services of the maintenance personnel assigned.

10. The group reserved at RMT is allowed to have only a maximum of seven (7) days for both technical and dress rehearsals. Special arrangements like film shooting, documentation, and pictorials are inclusive of the given seven (7) days.

11. The use of air conditioning units at Main Theatre area is allowed only during actual shows, and technical/dress rehearsals.

12. The group reserved at RMT will have the priority of use in the Faber Hall Function Room for activities in connection with their production in the mini-theater. Use of the said room should be included in the request for the RMT.

   On the days that the Function Hall will not be used by the RMT user, LS administrative offices and academic departments may use it for academic activities or social functions provided that consent was secured from the RMT user prior to reservation.

13. Use of mini theatre facilities during university (as indicated in the academic calendar) and government-declared national holidays is subject for approval. Using the RMT facilities during Holy Week is not permitted.

14. For rehearsals, the theatre should be vacated by 7:00 p.m. in cases, groups are allowed to extend until 10:30 p.m. only following the procedure of OAS.

15. Construction for carpentry work and installation of electrical equipments should be done during office hours only upon the approval of OAS in coordination with FMO.

16. The requesting organization is directly responsible for outsiders who are doing carpentry or electrical installation at the RMT. Outsiders should be given proper orientation conducted by an OAS Buildings Supervisor. The organization should set an appointment with OAS.

17. Only authorized electricians from Facilities Management Office can adjust/open the electrical circuits. The requesting organization should secure a Job Order Request from the FMO upon approval and endorsement of OAS.

18. Groups requesting for overtime work of maintenance personnel and opening the facility must seek the approval of OAS. The requesting group will be responsible to defray all costs overtime pay of the maintenance personnel.
19. The start of overtime hours for maintenance personnel assigned at RMT will depend on the end of his normal work hours. During Sundays and holidays, a minimum of four (4) hours regardless of reservation period will be charged to the requesting group.

20. Using the RMT facility has a corresponding cost as per policy of OAS. As agreed with the Performing Arts Cluster of Council of Organizations of the Ateneo, users of RMT will be charged a fixed rate of:
   - P50/hour - routine daily rehearsals (including set production)
     9:00AM-7:00PM
   - P420/hour - technical / dress rehearsals
   - P420/hour - show dates.

The fees will be used to subsidize utility and cost of space rates. The above rates exclude overtime charges for Maintenance Personnel and Technician beyond regular hours and during Sundays and Holidays. This cost is due and payable ten (10) days after the last day of show. Payment must be deposited to DCB LS Facilities account. In cases, when payment procedure is unclear, seek the assistance of OAS. The student clearance of the president and treasurer of the organization will be put on hold if the cost of space is not completely settled at the end of the school year.

21. Each production will be given two (2) working days to strike set and clean up the RMT. Organizations can request the assistance of the Central maintenance and/or OAS. Appropriate costs will be charged for the overtime work.

22. An assessment of the venue will be conducted by OAS immediately after the strike set. This is a procedure before the RMT facility will be turned-over to the next requesting group. A student representative (from the organization) and OSA representative should be present during the assessment.

23. The Organization using the facility is responsible for any damages done in the mini theater and will shoulder the costs for any repairs or replacement it may entail.

Procedures:

1. The use of the Rizal Mini Theatre and/or the rehearsal room is subject to agreement among the members of the recognized performing arts organizations (Ateneo College Glee Club, Ateneo Musicians’ Pool, Blue Repertory, Company of Ateneo Dancers, Entablado, and Tanghalang Ateneo), under the supervision of the Office Of Student Activities. The groups set the annual schedule for use of RMT at the end of the
second semester. Other requesting groups may use the RMT only during moratorium period for students’ activities and during Summer Term.

2. All requesting groups should submit a fully accomplished LS Facilities / Equipment Reservation Submission Form and to attach therewith the following:

   i. detailed schedule of use,
   ii. set design / layout / plan for construction with dimensions and materials to be used,
   iii. list of additional electrical equipment for installation with wattages, and
   iv. list of names and vehicle plate numbers of outsiders / suppliers / contractors coming in)

then submit to OAS at least ten (10) days prior the intended date of move in, duly noted by the Office of Student Activities (OSA). All requests are subject to review and approval of OAS.

Important Note: INCOMPLETE FORMS WILL NOT BE ACCEPTED. ONLY the list of outsiders will be allowed for follow up and it should be submitted at the latest, two (2) working days prior to the day of move in.

3. If a group needs to use the RMT facility beyond 7:00 p.m. during weekdays and during Saturdays beyond 5:00 p.m. and during Sundays, they should indicate in the detailed schedule of use of the mini theatre to be attached to the LS Facilities / Equipment Reservation Submission Form upon submission to the Office of Administrative Services (OAS).

4. For the use of the theatre on Holidays (as indicated in the academic calendar and/or declared special holiday), the requesting group should be indicated in the detailed schedule that will be submitted to OAS. Approval of requests during holidays is subject to availability of maintenance personnel who will open and secure the venue.

5. Groups that require carpentry work for their production should seek the approval of the Office of Administrative Services (OAS). All requesting group should attach the plan / design and layout of the set with dimensions to LS Facilities / Equipment Reservation Submission Form, upon submission, to OAS for review and approval. No carpentry work is allowed without prior approval of OAS.

6. All requesting groups should not alter or tamper any of the electrical circuits and power breakers inside the RMT. If activities require the alteration of these electrical circuits, seek first the approval of OAS duly endorsed by OSA. The requesting group should attach the complete list of additional electrical requirement and their wattages to the LS Facilities / Equipment Reservation Submission Form, upon submission,
for review, assessment and approval. Alteration or tampering of any of the electrical circuits and power breakers should be done only by electricians from the Facilities Management Office. The requesting organization should secure a Job Order Request from the FMO upon approval and endorsement of OAS.

7. The requesting groups with special arrangements for carpentry work and/or adjustments on electrical links by outside suppliers and contractors should schedule an appointment with OAS at least a day before the arrival/construction. The OAS Buildings Supervisor will give an orientation on OAS Policies and Guidelines to carpenters and electricians, upon entry and before the start of work. Groups in charge of the activity will be the one to take charge of the general welfare and behavior of the outsiders/outsourced personnel while on campus. Request for parking slots should also be indicated in the request (as needed).

8. Air conditioning units can only be used during technical-dress rehearsals and show dates. When requesting to use air conditioning unit outside technical rehearsals and shows (i.e. pictorials, media coverage, press release, the organization should write a formal letter to OAS endorsed by OSA at least two (2) clear working days before the intended date of use.

   a. Schedule of use for the air-condition unit is as follows:
      i. during Matinee/Gala – 2 hours before show time
      ii. during technical/dress rehearsals – at the start of reservation period;

      Air-condition unit should be turned off if the log time in between shows is beyond two (2) hours.

9. For clearance, after strike set, reserved groups should get clearance form from OSA to facilitate the inspection, with the OAS Buildings Supervisor and Maintenance Supervisor, and turnover of venue to the OAS and the next requesting group.

10. Groups who want assistance for disposal of materials after strike set may write a formal letter requesting the services of Central Maintenance through FMO or the OAS. Have the letter endorsed by OSA at least two (2) clear working days prior to the schedule of strike set for submission to Central Maintenance or OAS. There is a corresponding fee for these services.

11. When the organization is transporting in/out and/or during outsourcing of any materials and/or production props, the groups should attach in the LS Facilities / Equipment Reservation Submission Form, upon
submission, the list of names of outsiders and the plate number/s of the vehicle/s that will be used. If unable to give the list upon submission, the requesting group should submit the list to OAS at least two (2) clear working days before the intended date of entry. OAS will issue gate passes for the vehicle/s and/or to pedestrians indicated in the list.
GUIDELINES ON THE USE OF GONZAGA HALL FACILITIES

A. DANCE STUDIO

The Dance and Movement Studio primarily serves as a venue for the Fine Arts Class activities of the Loyola Schools Community.

*General Parameters:*

1. The Fine Arts Program and Gonzaga Security Guard will hold the keys to the studio. It will be opened by the guard based on the scheduled reservation.

2. Groups using the studio are expected to clean up the area within 24 hours of their scheduled run or earlier if there is another rehearsal schedule.

3. The Dance and Movement Studio may be used for other rehearsal dates / time provided it has been previously scheduled. Reservation should be until 8:00 p.m. only on weekdays and 4:00 p.m. during Saturdays.

4. General reservation policies on the use of the LS facilities apply.

B. MUSIC ROOM

The Music Room serves primarily as a venue for academic class activities of the Loyola Schools community and for choral groups.

*General Parameters:*

1. The Fine Arts Program and the Gonzaga Security Guard will hold the keys to the Music Room.

2. Reservation should be until 8:00 p.m. only on weekdays and 4:00 p.m. during Saturdays.

3. General reservation policies on the use of the LS facilities apply.
C. **EXHIBIT HALL**

*General Parameters:*

1. The Fine Arts Program and the Office of Administrative Services will hold the keys to the Exhibit Hall. It will be opened by the maintenance personnel based on the reservation schedule.

2. Groups using the studio are expected to clean up the area within twenty-four (24) hours of their scheduled run or earlier if there is another activity scheduled.

3. Items allowed for exhibit is subject to the approval of Fine Arts Program (for offices and other groups) and Office of Student Activities (for activities related to student organizations).

4. Reservation should be only until 8:00 p.m. on weekdays and 4:00 p.m. during Saturdays.

5. General reservation policies on the use of the LS facilities apply.

D. **FINE ARTS THEATER**

*General Parameters:*

1. Priority of use will be given to classes, stage productions, and other activities for the Fine Arts Program.

2. On Mondays to Fridays, from 7:30 a.m. - 4:30 p.m., the Fine Arts Theatre will be used as classroom, and stage productions of the Fine Arts Program. The schedule is set by the Registrar’s Office before the start of every semester. For organizational activities, priority will be given to accredited theater groups. Respect reservation hours so other users can be accommodated.

3. Unless authorized within the reservation period, no individual or group can loiter in the theatre area when no classes, rehearsals, productions or theatre maintenance activities are taking place.

4. The cyclorama should be untouched. Do not pin, tack, nail, clip, tape, paste, staple anything – or leave thumb marks or handprints – on it since any of these will ruin the light beamed on its white surface.

5. Groups can use their own light or sound system and electrical equipment during rehearsals or performance only with the permission from the Fine Arts Program and the Office of Administrative Services (OAS).
6. General reservation policies on the use of the LS facilities apply.

PROCEDURES IN RESERVING THE GONZAGA FACILITIES

1. For reservations of Gonzaga Hall Facilities, student organizations must seek first the approval of the activity from the Office of Student Activities (OSA) and faculty for classes. Schedule of use must be confirmed with the Fine Arts Program before submitting the reservation request to the Office of Administrative Services (OAS).

   All requestors who will be using any of the Gonzaga facilities should submit a fully accomplished LS Facilities / Equipment Reservations Submission Form with necessary signatures and attachments at least two (2) clear working days prior to the intended date of use.

2. All requestors who will be using any of the Gonzaga facilities for plays and other theatrical productions should submit a fully accomplished LS Facilities / Equipment Reservation Submission Form with necessary signatures and to attach therewith the following documents:
   a. detailed schedule of use
   b. set design / layout / plan for construction with dimensions and materials to be used
   c. list of additional electrical equipment for installation with wattages
   d. list of names and vehicle plate numbers of outsiders / suppliers / contractors coming in

   Request form with all these attachment should be submitted to OAS at least ten (10) days prior the intended date of move in. All requests are subject to review and approval of OAS.

3. Groups or organizations who want to use the Fine Arts facilities are allowed ONLY to use outside of the Fine Arts Program schedule.

4. All transactions of accredited student organizations using the Gonzaga Facilities must be approved by the Fine Arts Program first.

5. Appropriate costs will be charged for the use of Gonzaga facilities based on the Categories of Charging. These are fees for use cost of space and utilities as well as overtime pay for maintenance personnel, security guards, and technicians when necessary.
PREVENTIVE MEASURES AND SAFETY GUIDELINES IN USING GONZAGA FACILITIES

1. **Carpentry Work**
   Requesting groups, either student organizations or Fine Arts classes that require carpentry work for their production should seek the approval of the Office of Administrative Services (OAS) with endorsement from OSA and Fine Arts Program (for student organizations) and Fine Arts Program (for Fine Arts classes). All requesting group should attach the plan / design and layout of the set with dimensions to LS Facilities / Equipment Reservation Submission Form, upon submission, for review and approval. No carpentry work is allowed without prior approval of OAS.

2. **Use of Electrical Circuits and Power Breakers**
   Theater organizations should not alter or tamper any of the electrical circuits and power breakers inside the Gonzaga Facilities. If activities require the alteration of these electrical circuits, seek first the approval of OAS and Fine Arts Program with necessary endorsement from OSA (for student organizations) or Fine Arts Program (for Fine Arts classes). The requesting group should attach the complete list of additional electrical requirement and their wattages to the LS Facilities / Equipment Reservation Submission Form, upon submission, for review, assessment and approval prior to alteration and tampering. Alteration or tampering of any of the electrical circuits and power breakers should be done only by electricians from the Facilities Management Office (formerly University Physical Plant Office). The requesting organization should secure a Job Order Request from the FMO / UPPO upon approval and endorsement of OAS.

3. **Preserving Facilities**
   Posting, mounting, and painting on walls, windows, glass panes, doors and floors are strictly not allowed.

**Groups that need help in their carpentry and electrical amenities may secure Job Order Request form from Facilities Management Office upon approval and endorsement of OAS. There is a corresponding fee for FMO services.**
GUIDELINES ON THE USE OF FOYERS, KOSTKA EXTENSION AND QUADSTAGE

SCIENCE EDUCATION COMPLEX AND SOCIAL SCIENCES FOYERS

There are two (2) foyers in the Science Education Complex (SEC B Foyer and SEC C Foyer) and one (1) in the Social Sciences Building.

Procedure:

1. Check the availability of the Foyers online by logging-in at www.ateneo.edu/oas.

2. All requestors are required to submit to OAS a fully accomplished LS Facilities / Equipment Reservations Submission Form with necessary signatures. To be attached therewith the proposed floor layout.

3. Follow the reservation procedures on page 17.

4. All requests for any of the foyers for activities / events are subject for review and approval of the Office of Administrative Services (OAS) taking into consideration the nature of the activity, the noise level, set-up and the number of attendees.

5. General reservation policies on the use of the LS facilities apply.

KOSTKA EXTENSION

The Kostka Extension is located at the corner of Library walk and Kostka Hall.

General Parameters:

1. There are eight (8) booths available for use. Student groups can reserve one (1) booth each for a maximum of two (2) slots.

2. A slot pertains to five (5) working days or one (1) week of use (Monday to Friday).

3. Student groups with sponsors can reserve an additional booth for the sponsor’s product display, as part of the promotional mileage.
4. Requests for additional slots are not allowed so that all student OSA Monitored Facilities groups will have equal opportunities to use the Kostka extension for their activities.

5. General reservation policies on the use of the LS facilities apply.

Procedure:

1. Fill-up the reservation slip and submit to OSA for approval.

2. For income-generating activities, Submit two (2) copies of the reservation slip to the Office of Student Activities (OSA). The second copy will be forwarded to the Office of Administrative Services (OAS) for the venue rental.

**QUAD STAGE / DOGHOUSE**

The Quad stage or “doghouse” is located in the middle of Quadrangle 1 / Zen Garden. There are two (2) slots available for use in the doghouse.

Procedure:

1. To reserve, fill up two (2) copies of the request for facility form and have it approved by OSA. For activities that require additional setup in the doghouse, please attach the proposed layout and submit to OSA for approval.

2. General reservation policies on the use of the LS facilities apply.
LOYOLA SCHOOLS PROMENADE

APPLICATION PROCEDURES TO USE THE LS PROMENADE FOR SELLING

The LS promenade was constructed primarily to cater student entrepreneurial activities. Priority of use of the LS promenade is as follows:

- First Semester – Accredited Organizations
- Second Semester – John Gokongwei School of Management classes

For Accredited Student Organizations:

1. Fill-up the Project Proposal Form and submit to the Office of Student Activities (OSA) for evaluation. Secure the approval and endorsement of activity of Office of Student Activities (OSA). Lead time is three (3) days upon submission of requirements.

2. Go through consultation with the Coordinator for Student Entrepreneurial Initiatives for compliance to school guidelines. Lead time is two (2) days upon receipt of documents.

3. Once approved by the Coordinator, all entrepreneurial activities which involve selling of food and beverages should go through consultation with the Food Safety and Quality Assurance (FSQA) Supervisor.

4. The requesting group should submit the form with all necessary documents to the FSQA for assessment and approval. Lead time is five (5) days upon receipt of the documents (cut-off time: 2:00PM). Once approved by the FSQA, the documents will be forwarded to OSA. The requesting group may claim the documents from OSA. Approval from the FSQA Supervisor should be secured first before reserving the facility. Otherwise, their request for facility will not be entertained.

5. For all entrepreneurial activities which involve neither food nor beverages, the documents will immediately be forwarded to OSA and the requesting group may claim it from them. The requesting group may immediately proceed with the reservation of facility.

6. To reserve facility for the activity, the requesting group should submit a fully accomplished LS Facilities / Equipment Reservations Submission Form to the Office of Administrative Services (OAS) at least five (5) clear working days before the intended date of use, for scheduling.
dates applied for may be changed based on the availability of space in the LS Promenade.

7. Please attach in the Request form the following details in table form:
   a. Booth number/assignment based on the layout given
   b. Booth name
   c. Type of merchandise / products *i.e.* Food or Non-Food
   d. List of equipment to be used and their wattages
   e. List of names of outsiders if applicable and
   f. List of vehicle plate numbers if applicable

8. Incomplete documents will not be accepted.

9. If pending or disapproved, your request form will be returned to you. Act on the remarks, comments, suggestions, and additional requirements as stated on the form. The request will be approved only after the concerns are addressed.

10. You may attach additional supporting documents if it will help in the processing of the application.

11. Application forms will be processed on a first-come-first-served basis.

12. General reservation policies on the use of the LS facilities apply.

**For LS 127 Classes:**

1. Fill-up the Application To Use LS Promenade For Selling form and secure the signature of your LS127 teacher and the Leadership and Strategy Department chair in the application form as proof of their knowledge and endorsement of your application to use the LS Promenade to sell your products.

2. Submit the application to the secretary of the Leadership & Strategy Department of the John Gokongwei School of Management (JGSOM).

3. Incomplete applications will not be accepted.

4. The application form will be forwarded to the Coordinator for Student Entrepreneurial Initiatives who will review the application for compliance to school guidelines. Once approved by the Coordinator, all entrepreneurial activities which involve selling of food and beverages should go through consultation with the Food Safety and Quality Assurance (FSQA) Supervisor.

5. The requesting group should submit the form with all necessary documents to the FSQA for assessment and approval. Lead time is five (5) days upon receipt of the documents (cut-off time: 2:00PM). Once
approved by the FSQA, the documents will be forwarded to the Department of Leadership and Strategy. The requesting group may claim the documents from the department. Approval from the FSQA Supervisor should be secured first before reserving the facility. Otherwise, their request for facility will not be entertained.

6. To reserve facility for the activity, the requesting group should submit a fully accomplished LS Facilities / Equipment Reservations Submission Form to the Office of Administrative Services (OAS) at least five (5) clear working days before the intended date of use, for scheduling. The dates applied for may be changed based on the availability of space in the LS Promenade.

7. Please attach in a the Request form the following details in table form
   a. Booth number/assignment based on the layout given
   b. Booth name
   c. Type of merchandise / products i.e. Food or Non-Food
   d. List of equipment to be used and their wattages
   e. List of names of outsiders if applicable and
   f. List of vehicle plate numbers if applicable

8. Incomplete documents will not be accepted.

9. If pending or disapproved, your application form will be returned to you. Act on the remarks, comments, suggestions, and additional requirements as stated on the application form. The application will be approved only after the concerns are addressed.

10. You may attach additional supporting documents if it will help in the processing of the application.

11. Application forms will be processed on a first-come-first-served basis.

12. General reservation policies on the use of the LS facilities apply.

GUIDELINES ON ALLOWED USE OF THE LS PROMENADE

1. Assignment of slots is on a first-come, first-served basis. OAS will assign the slots.

2. The LS Promenade may be allowed use for Special LS Activities that require for an open space activity function.

3. CONTROL, SCREENING AND APPROVAL OF ACTIVITY - c/o JGSOM / OSA
CONTROL, SCREENING AND APPROVAL / ASSIGNMENT OF SLOTS – OAS

4. FOR ENTERPRENEURIAL ACTIVITIES THAT REQUIRE MORE THAN TEN (10) STALLS MAY CONSIDER THE USE OF THE SEC FIELD BUT ARE SUBJECT TO APPROVAL

GENERAL REQUIREMENTS
FOR STALL SET-UP / SAFETY REQUIREMENTS

1. PLAN SUBMISSION

   a. To submit the following plans / details 2 weeks before the set-up date
      1. Floor Layout / Furniture Layout
      2. Details and Measurements of Fixtures and Furniture
      3. Equipment / Appliance Schedule with corresponding electrical load, and wattages
      4. Signage Detail - To follow standard size / material and manner of installation

      Note: Refer to attached Stall Set Up Detail Drawings for Allowed Floor Layout, Signage Details / installation

2. GENERAL STALL GUIDELINES - Applicable to all

   1. Floor Layout
      All fixtures / furniture are to be contained within the lease line (as defined by the tent set-up / boundaries.
      Stall orientation should be MVP Building facing (Frontage) except for all end stalls (1, 5, 6, 10) which will have additional frontage facing the open area where signage are to be installed as well. Areas in-between stalls are to be merchandised / displayed in neat and well arranged product presentation to include set-up of fixture barrier in-between stalls so as to demarcate units and avoid spill-off in between stalls.

   2. Stall Signage
      All stalls should provide shop front signage (1 for Interior stalls and 2 for End stalls) of standard size L (1500mm) x H (200mm). Refer to attached drawings for approved dimensions / installation method.

   3. Electrical Provision
      All stall units are assigned with two (2) convenience outlets with proper labels according to stalls. As a standard safety requirement, the allowed maximum electrical usage should not exceed 18 AMPS (90% of the 20 AMPS Circuit Breaker Rating) and are subject to electrical consumption charges per meter reading and applicable electricity rates.
For safety purposes, stall operators are required to provide extension cables for purposes of distribution to their appliances / equipment with sizes as required by the load / appliance schedule. No octopus-type wiring connections are allowed.

4. Water Charges
   A common washing facility is provided within the Kiosk for purposes of light washing only. For easy guidelines, the following are not permitted.
   a. Washing of Cooking pots / Pans, Large Containers and kitchen wares that are heavy in oil (Will be strictly monitored by the FQA)
   b. Water Collection for purposes of Distribution / Selling
   c. Use by non-stall operators

5. Fire Extinguisher
   All stall operators are required to provide and maintain one number 10 lbs. dry powder Fire Extinguisher easily accessible within their stalls.

6. Upkeep / Housekeeping
   All stall operators are required to maintain and clean their stalls daily within the term. Proper segregation and clearing of wastes are to be carried out based on the AEMC guidelines.

7. Security of Stalls / Appurtenances
   All stall operators are responsible for the safekeeping and security of their stalls and appurtenances, fixtures, equipment, products, goods etc. within the term for both regular and non-regular days /hours and at any rate will not hold the school liable to any damage / losses that may arise.

**SCHEDULE OF RENTAL CHARGES**

<table>
<thead>
<tr>
<th>Stall Number</th>
<th>Type</th>
<th>Stall Area (m²)</th>
<th>Tent Size</th>
<th>Schedule of Charges* (per day per stall)</th>
<th>Electricity (metered)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>End</td>
<td>9 m²</td>
<td>3m x 3m</td>
<td>P500 / P550</td>
<td>Per reading</td>
</tr>
<tr>
<td>2</td>
<td>Inner</td>
<td>9 m²</td>
<td>3m x 3m</td>
<td>P500 / P550</td>
<td>Per reading</td>
</tr>
<tr>
<td>3</td>
<td>Inner</td>
<td>9 m²</td>
<td>3m x 3m</td>
<td>P500 / P550</td>
<td>Per reading</td>
</tr>
<tr>
<td>4</td>
<td>Inner</td>
<td>9 m²</td>
<td>3m x 3m</td>
<td>P500 / P550</td>
<td>Per reading</td>
</tr>
<tr>
<td>5</td>
<td>End</td>
<td>9 m²</td>
<td>3m x 3m</td>
<td>P500 / P550</td>
<td>Per reading</td>
</tr>
<tr>
<td>6</td>
<td>End</td>
<td>9 m²</td>
<td>3m x 3m</td>
<td>P500 / P550</td>
<td>Per reading</td>
</tr>
<tr>
<td>7</td>
<td>Inner</td>
<td>9 m²</td>
<td>3m x 3m</td>
<td>P500 / P550</td>
<td>Per reading</td>
</tr>
<tr>
<td>8</td>
<td>Inner</td>
<td>9 m²</td>
<td>3m x 3m</td>
<td>P500 / P550</td>
<td>Per reading</td>
</tr>
<tr>
<td>9</td>
<td>Inner</td>
<td>9 m²</td>
<td>3m x 3m</td>
<td>P500 / P550</td>
<td>Per reading</td>
</tr>
<tr>
<td>10</td>
<td>End</td>
<td>9 m²</td>
<td>3m x 3m</td>
<td>P500 / P550</td>
<td>Per reading</td>
</tr>
</tbody>
</table>
* PhP550 / stall / day – 1 month use or less  
  PhP500 / stall / day – more than 1 month but maximum of 3 months  

-- Rate includes use of space, tent (with one time setup/removal), water and maintenance of common area.

Notes:

1. Metered Electrical Consumption are subject to applicable electricity rates / kilowatt hour  
2. Inclusive One time Tent installation / removal must be within regular working hours. OT rates apply, if needed.  
3. Use of water is restricted to light washing by authorized stall operators only within allowed term.  
   Use of water for commercial distribution / process is strictly not allowed
TYPICAL TENT ELEVATION

HEAVY DUTY NYLON STRUNG TO FRAMES
1 1/2" RING CHROMED FINISH

TYPICAL SIGNAGE DETAIL

3MM THK. LIGHTWEIGHT BOARD (WATER-PROOF) W/ STICKER SIGNAGE

2950 MM
1770
2200
DETAIL OF INNER/END STALL

- Selling/Customer
- Rear of Stalls (Operators Access)
- Service/Preparation
- Merchandise/Display/Selling
- Customers/Selling Area
- Frontage of Stalls (Facing MVP/College Lane/Quad)

TYPICAL TENT SET-UP

Office of Administrative Services
GUIDELINES ON THE USE OF SCIENCE EDUCATION COMPLEX (SEC) FIELD, MATTEO RICCI FIELD AND ZEN GARDEN (QUAD 1)

1. Activities allowed in the SEC field, Matteo Ricci field and Zen Garden are subject for review and approval of the Office of Administrative Services (OAS) taking into consideration the nature of the activity, the noise level, set-up and the number of attendees.

2. All requesting groups should submit a fully accomplished LS Facilities / Equipment Reservation Submission Form, with necessary signatures and all necessary documents attached, to the OAS at least five (5) clear working days before the intended date of use. You may attach additional supporting documents if it will help in the processing of the request.

3. For all requests, to include in the attachments the following documents if applicable:
   a. proposed layout,
   b. list of outsiders coming in and vehicle plate numbers,
   c. list of electrical equipment that will be used and their wattages,
   d. garbage management scheme,
   e. crowd control scheme, and
   f. use of parking spaces if needed.

4. The organizers of the event will be solely responsible for making sure that the area is clean and orderly before and after the event. However, the organizing group may seek the help and services of the different Ateneo offices for the following needs:
   a. Tables, chairs, stands, etc. c/o OAS,
   b. Additional manpower (maintenance, AV technician) c/o OAS,
   c. Security c/o FMO*
   d. Stage requirements c/o FMO*
   e. Electrical Requirements c/o FMO*

   *Requesting group to prepare Job Order request to FMO upon approval of OAS

5. The following are prohibited in the SEC Field and Zen Garden:
   a. vehicles inside the SEC Field,
   b. digging and embedding,
   c. bonfires and other potentially hazardous activities, very strict safety guidelines assigned by Facilities Management Office are to be observed,
d. activities that will disrupt academic activities and office operations near SEC Field,
e. sports activities (Frisbee, Football, Soccer, Baseball, etc.) Activity related games might be allowed but subject for review and approval.
f. pets,
g. kite flying.

6. The allowable sound requirement for all activities for both venues is up to 75 decibels only (not stronger than a “karaoke”).

7. For all Student Entrepreneurial Initiatives (SEI) please follow the procedures indicated in the LS Promenade Guidelines.

8. General reservation policies on the use of the LS facilities apply.
GUIDELINES ON THE USE OF THE BELLARMINE FIELD

The Bellarmine Field is administratively a part of the Loyola Schools and hence, management of the facility is its responsibility. Being such the following guidelines will be in effect/will apply:

**Allowed Use of the Bellarmine Field**

1. The Bellarmine Field is for the exclusive use of the Ateneo Community.

2. Priority: Co-curricular activity, academic purposes such as ROTC drills and graduation, and different projects of the Loyola Schools.

3. Extra-Curricular activities of recognized and accredited student organizations and athletic groups, Placement Office’s activities, Blue Roast, ORSEM, RegCom, ACP, Elections, Prayer Rallies, and Liturgical Celebrations.

4. Official activities of the Loyola Schools' administrative offices and departments.

5. Official alumni functions coordinated by Office of University Development and Alumni Relations (OUDAR).

6. Official functions of the different Schools, affiliate, auxiliary units and Central Administrative Offices and Liturgical Committee of the Church of the Gesu.

**Reservation Procedures:**

1. Same procedures for the reservation of the facilities for the Loyola Schools will be followed.
   - To submit a fully accomplished LS Facilities / Equipment Requirement Submission Form to attach therewith the proposed layout for the field duly indicated the quadrant they wish to use (see Bellarmine Field lay-out on page ) and all other necessary attachments.

2. All activities allowed in the Bellarmine Field are subject for review and approval of the Office of Administrative Services (OAS) taking into consideration the nature of the activity, the noise level, set-up and the number of attendees.
3. For activities that will use sound system, necessary clearance must be secured from the following:
   a. Church of the Gesu
   b. Jesuit Residence
   c. Bellarmine and Social Development Center offices.

   Clearance letters should be attached to the request form upon submission.

13. Job Order needs (e.g. use of electricity, lights, etc.) will be under the Facilities Management Office / FMO.

14. Waste Disposal will follow guidelines of FMO.

15. Security/traffic needs must be properly coordinated with the Security Office.

16. Use of Bellarmine Field LED lights (Christmas lights) will have to be coordinated with the Office of the Vice President for Administration.

17. Use of lights other than the LED lights will need to prepare Job Order to FMO.

18. General reservation policies on the use of the LS facilities apply.

**Prohibitions:**

1. No vehicles are allowed inside the Bellarmine Field
2. No digging, no embedding.
3. Unless necessary, bonfires and other potentially hazardous activities, very strict safety guidelines assigned by Facilities Management Office are to be observed.
4. Activities that will disrupt academic and office operations near Bellarmine Field will not be permitted.
5. Smoking is not allowed
6. No sports activities (Frisbee, Football, Soccer, Baseball, etc.) are allowed. Activity related games might be allowed but subject for review and approval.
7. No pets are allowed in the Bellarmine Field.
LIST OF DESIGNATED AREAS FOR REHEARSALS AND ACTIVITIES OF THE SAME NATURE

Hereunder is the list of designated areas for rehearsals and activities of the same nature that we can recommend to the student organizations particularly the Performing Arts Cluster of the Council of Activities. We hope that this will be helpful for the efficient planning of your rehearsals. We categorized/prioritized according to aptness of the facility.

1\textsuperscript{st} Priority
1. MVP Rehearsal Room 310
2. MVP Rehearsal Room 311
3. Org Room of respective organization (MVP Hall)
4. MVP Training Room 209
5. MVP Training Room 210
6. MVP Training Room 211
7. MVP Training Room 212
8. MVP Training Room 213
9. MVP Roofdeck (2 slots)
10. Colayco Pavilion
11. Rizal Mini Theatre

2\textsuperscript{nd} Priority
1. Gonzaga Dance Studio and Exhibit Hall (G310 and G311)
2. Gonzaga Music Room (G312)
3. Fine Arts Theatre (G306)

3\textsuperscript{rd} Priority
1. SEC B Foyer
2. SEC C Foyer
3. CTC 115*
4. Social Sciences Conference Room 1/2*
5. Social Sciences Conference Room 3/4*

*For small groups only and for activities that will not use amplifiers.

Please be advised that the above venues are subject to availability and approval of respective offices concerned. Students may seek the approval to use MVP Rehearsal and Training Rooms and Colayco Pavilion from the Office of Student Activities (OSA). The rest of the venues are subject for approval of the Office of Administrative Services except for Gonzaga Facilities (Fine Arts Theatre, G310, G311, & G312) which need prior endorsement from Fine Arts Program.
GUIDELINES ON PHOTO / VIDEO SHOOTS

1. Write a request letter addressed to the OAS Director. The letter must include the following details:
   a. Specific locations within Loyola Schools
   b. Date
   c. Time
   d. Purpose
   e. List of outsiders
   f. Vehicle plate numbers

2. Shoots for commercial purposes are not allowed.

3. If there are Media people / outfits that are coming in, get endorsement first from the University Communication and Public Relations Office (UCPRO).

4. Request should be submitted at least 2 clear working days prior to the day of the shoot.

5. Please take note of the following:
   a. No shots of building logos / signages
   b. No shots of people in huddle / classes
   c. No blocking of passageways
   d. Only battery-operated / equipped cameras and other equipment are allowed
GUIDELINES on the USE of LOYOLA SCHOOLS EQUIPMENT

Roving Audio-Visual Equipment | Iwata Fans
GUIDELINES IN USING THE ROVING AUDIO-VISUAL EQUIPMENT

The following basic roving Audio-Visual Equipment are available for use:

a. LCD Projector
b. Projection Screen
c. Microphone
d. Mipro Portable Microphone
e. Microphone stand
f. Karaoke
g. Portable Speaker

In order to ensure the security and efficient use of these equipment, certain guidelines should be followed:

1. Priority of use is given to the academic and non-academic activities of the Loyola Schools’ community.

2. Audio-visual equipment are not allowed for outdoor and out of campus use.

3. Only one of each type of equipment is allowed per given timeslot per venue for class, department or student organization-sponsored activities.

4. For tracking purposes, report to Escaler Hall or Faura AVR Technicians or OAS any malfunction or problem encountered on the equipment and its accessories during class / request period.

5. Any loss, damage, or delay in return of the borrowed equipment will be considered a violation and the requestor may be subjected to corresponding disciplinary measure/s. As the Student Handbook 2010, Code of Discipline states:

Section I-I.1 “It is the responsibility of students to take care of school property… Students who use or access the property of the school or of others without prior authorization shall be subjected to disciplinary measures.”

Section III-C.4 states the offense as: “Offenses Against Property – Instigating and/or engaging in activities resulting in damage to school property.”
6. If the faculty or staff loses, damages or is unable to return roving LCD unit and its accessories after the reserved time will be reported to his/her Dean’s Office or the VP’s Office.

**Reservation Procedures**

**For one time use only**

1. View the availability of the roving AV equipment online by logging on to www.ateneo.edu/oas

2. Fill out the Request Form and secure the necessary signature/s as follows:
   a. For classes: Faculty or Department Secretary *(in the absence of the faculty)*
   b. For organizations: Office of Student Activities (OSA)

3. Go to OAS and request it online. Write the request number/s on the space provided for.

4. Submit your request form to the Staff in the OAS Reservations windows for approval and wait for your Certification of Reservation.

**Important Notes:**

i. INCOMPLETE FORMS WILL NOT BE ACCEPTED.

ii. Request/s should comply with the **2-clear-working-day** reservation policy. LATE REQUEST/S WILL NOT BE ENTERTAINED.

iii. You will need the Certification of Reservation as proof of your reservation and to claim the equipment you requested. NO CERTIFICATE, NO RESERVATION.

5. Please follow the Procedures in Claiming the Reserved AV Equipment below.

**For regular use (every meeting) for the entire semester (for classes)**

1. A one time letter of request should be submitted to OAS at the start of each semester. The letter should include the following details:

   i. Class schedule *(Day/s, Time, Venue, Name of Faculty)*
ii. Name/s of authorized student beadle / representative to claim / return the equipment for the entire semester. A maximum of two (2) representatives per class is allowed.

iii. Endorsement of Faculty / Department Chair

2. Submit the request letter to OAS for approval.

3. Once approved, the requestor will be given a copy of their letter and the said copy should be brought by the beadle / representative every time he/she claims the equipment. The approved copy will be presented to the technician just for verification purpose and should be returned to the representative right after.

4. Please follow the Procedure in Claiming the Reserved AV Equipment below.

**Procedure in Claiming the Reserved AV Equipment**

Once the needed AV equipment has/have been reserved, the following procedures should be followed:

1. Go to Escaler Hall / Faura AVR Technicians’ Booth and present the Certification of Reservation and valid school ID to claim the borrowed roving equipment.

2. Fill-out the Equipment Reservation Claim Form completely. The technician will verify the entries in the claim form vis-à-vis the Certification of Reservation and valid school ID before issuance of the reserved equipment.

3. After verification, the technician will now hand-over the equipment and valid school ID to the requestor. The Equipment Reservation Claim Form and Certification of Reservation will be left in the technicians’ booth.

4. The technician should ensure that the equipment is in good condition upon release. The requestor should double-check the status of the equipment before receiving it.

5. Return the borrowed AV equipment right after class / event to the AVR Technicians’ booth where you claimed the equipment. They may only be used on the specified reservation schedule. Extensions are not allowed without prior advice to OAS.
6. The one who claimed the equipment should also be the one who will return. Proxies are not allowed unless certified / authorized for valid reasons.

**Additional Reminders on the Use of the LCD Projector**

1. Kindly turn off the projector and keep the projection screen rolled up when not in use.

2. After using, disconnect the power cord of the projector at the end of his/her class period and return to its proper place.

   **NOTE:** Please allow at least two (2) minutes after the projector has been turned off before disconnecting the power cord of the LCD projector.
GUIDELINES ON THE USE OF IWATA FANS

Use of Iwata Fans

The Iwata Evaporative Fans can be used for Covered but non-enclosed venues (i.e. Rooftop, Corridors, Hallway, Covered Courts) within the school campus only. Total number of Iwata Fans - 15 (Big), 2 (Small)

Priority of Use

Priority 1 - For LS Big Events (Graduation, Special Convocation / Conferences)
Priority 2 - LS Student Registration
Priority 3 - LS Classes (make-up / lectures)
Priority 4 - Non - LS Events (Approval subject to purpose of use – Requests by the Church of the Gesu, Central Administration, Jesuit Residences, Other Units)

Note: Approval on the use will be based on Priority Number and on a "First Come First Serve Basis" and within the School Campus only. All requests are to be submitted one (1) week prior to the day of event. The use of the Iwata Fans for LS activities with short notice may be allowed based on urgency and needs.

Length of Use

Priority 1/2/3 - One time request may go for a maximum of 7 Consecutive Days per event/activity
Priority 4 - One time request are limited to a day of use only

Operational Requirement

1. Hauling - All transport and hauling of Iwata Fans to Bellarmine Building, Covered Courts, P.E. Complex, and other areas outside the LS Facilities but within the campus are to be requested through a Job Order (J.O.) from the Facilities Management Office upon approval of OAS. Cost to be borne by the requesting party.

2. Maintenance - All requests should include provision for at least 1 casual (minimum of 4 hours during holidays and Sundays) per day in charge of the required water replenishment. Cost to be borne by the requesting party. Over Time charges apply for Sundays, Holidays and after 8 hours of work.
3. Lost / Breakdown / Damage Repair - In the event of a breakdown, provision for a replacement set is subject to availability. Additional hauling charges apply. Where lost / breakdown / damage occurs caused by improper handling by the user during the hauling and actual usage repair / replacement charges based on actual cost applies and will be under the requesting party / users' responsibility.

Schedule of Rental Charges

- **Priority 1/2/3** - No rental charges except for those that are income generating where a rental rate of P1,000.00 per day applies.
- **Priority 4** - For Non-LS Activities, rental charge of P1,000.00 / unit / day (8 hours max apply)

*Note:* Request on the duration of use should include date of collection and return. (Applies also to weekend use when return can only be done on the following Monday) A P1,000.00/unit/day charge applies to all priority categories for non-return within the requested and approved duration.

Reservation Procedures

1. Check for the availability of the equipment from the Reservations Coordinator
2. Fill-out the LS Facilities / Equipment Reservation Submission Form. Indicate the number of units you wish to reserve.
3. Secure necessary endorsement/s
4. Submit the form to the Reservations Coordinator for screening.
5. Approval / Disapproval of request will be given at least two (2) clear working days after.
FACILITIES and EQUIPMENT RATES

Categories of Charging | Facilities and Equipment Rates
## CATEGORIES OF CHARGING

A – no venue/equipment rental but with Overtime charge if applicable  
B – with venue/equipment rental and with Overtime charge if applicable

*By Official, listed under Registrar’s Office and with Catalogue Number*

### CATEGORIES

<table>
<thead>
<tr>
<th>I. <em>Official Loyola Schools Academic / Academic-related activities</em></th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Classes</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
| b. Class-sponsored  
  1. Presentations  
  2. Reporting  
  3. Film-viewing  
  4. Talks  
  5. Seminars | X |  |

<table>
<thead>
<tr>
<th>II. Loyola Schools Students Non-Academic activities</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Selling activities / With fees collected / Income-generating</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>b. Non-selling</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>c. Activities falling on Sundays / Holidays</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
FACILITIES AND EQUIPMENT RATES

The following rates apply based on the Categories of Charging below.

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONFERENCE ROOMS / MEETING AREAS / CLASSROOMS</strong></td>
<td>PhP/HR</td>
</tr>
<tr>
<td>Without Air-conditioning units</td>
<td>200</td>
</tr>
<tr>
<td>With Air-conditioning units</td>
<td>300</td>
</tr>
<tr>
<td>Faber Hall 302 / LS Conf. Room B</td>
<td>400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>LECTURE HALLS</strong></th>
<th>PhP/HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faura AVR</td>
<td>700</td>
</tr>
<tr>
<td>Ching Tan Room (SOM111)</td>
<td>700</td>
</tr>
<tr>
<td>SEC Lecture Hall 2/3 (SEC Lec B/C 201)</td>
<td>700</td>
</tr>
<tr>
<td>SEC Escaler Hall (Lecture Hall 1)</td>
<td>1500</td>
</tr>
<tr>
<td>Leong Hall Auditorium</td>
<td>3000</td>
</tr>
<tr>
<td>Dance Studio</td>
<td>200</td>
</tr>
<tr>
<td>Exhibit Hall</td>
<td>400</td>
</tr>
<tr>
<td>Fine Arts Theatre</td>
<td>400</td>
</tr>
<tr>
<td>Rizal Mini Theatre</td>
<td>2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EVENT AREAS</strong>*</th>
<th>PhP/HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kostka Extension</td>
<td>150</td>
</tr>
<tr>
<td>Quad 1 Stage / Doghouse</td>
<td>150</td>
</tr>
<tr>
<td>Social Sciences / SEC B/C Foyer</td>
<td>200</td>
</tr>
<tr>
<td>Colayco Pavilion</td>
<td>500</td>
</tr>
<tr>
<td>Faber Hall Function Room</td>
<td>500</td>
</tr>
<tr>
<td>Colayco Hall (MVP Roofdeck)</td>
<td>1000</td>
</tr>
<tr>
<td>Leong Hall Roofdeck</td>
<td>1000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OPEN SPACE</strong>*</th>
<th>PhP/HR</th>
<th>For the use of the open space portion only, the ff. rates apply:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JGSOM Garden</td>
<td>500</td>
<td>n.a.</td>
</tr>
<tr>
<td>Matteo Ricci Field</td>
<td>500</td>
<td>n.a.</td>
</tr>
<tr>
<td>SEC Field</td>
<td>600</td>
<td>150/day/stall unit of 3x3m</td>
</tr>
<tr>
<td>LS Promenade</td>
<td>---</td>
<td>550/500**/day/stall</td>
</tr>
<tr>
<td>Bellarmine Field</td>
<td>3000</td>
<td>750/day/quadrant</td>
</tr>
<tr>
<td>A.V. EQUIPMENT</td>
<td>PhP/HR</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>Basic Sound System</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Overhead Projector and Screen</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Tape Deck</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Slide Projector and Screen</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Colored TV</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>VHS Player</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Karaoke</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Microphones</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>LCD Projector</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Encoder</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Computer for power point</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIXTURE / APPLIANCE</th>
<th>PhP/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monoblock Chair (based on 8 hours use)</td>
<td>7</td>
</tr>
<tr>
<td>Short Table</td>
<td>10</td>
</tr>
<tr>
<td>Long Table</td>
<td>20</td>
</tr>
<tr>
<td>Iwata Evaporative Fans</td>
<td>1000</td>
</tr>
</tbody>
</table>

* Subject to approval of affected offices

** PhP550 / stall / day – 1 month use or less
   PhP500 / stall / day – more than 1 month use but maximum of 3 months

   -- Rate includes use of space, tent, water and maintenance of common area.
FORMS

LS Facilities/Equipment Reservation Submission Form | LS Facilities and Equipment Request Form | Certificate of Reservation | Equipment Reservations Claim Form
# LS Facilities / Equipment Reservations Submission Form

(as of February 2013)

**Note**: Please fill out the form and attach all necessary documents. Incomplete forms will not be accepted. Indicate N/A if not applicable. For activities with multiple venues, please indicate the specific location of equipment requested. Thank you.

## A. Requesting Person / Group Particulars
1. Sponsoring Office / Department / Program / Organization / Class
2. Point Person
3. ID Number
4. Contact Numbers

## B. Activity / Event Particulars
1. Title of Event
3. Date
4. Main Venue
5. Break-out Rooms (if applicable)
6. Reception Venue (if applicable)
7. Hosting Venue (if applicable)
8. Time (Start-End, include time of setup and removal)
9. Number of Participants
10. Program Flow (include time and duration)
11. Lay-out to be Attached
12. Invitations (whether including VIPs, Non-Participants (Suppliers, Contractors, Members/Staff) and vehicle details and plate number - form to be attached)
13. Medical Agreement on swapping / exchange of venues (letter of agreement to be attached)
14. Clearance letter from Jesuit Residence / Church of the Gesù / Office or Department Affected

## C. Logistical Needs

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity / Venue</th>
<th>Fee (as of 06/13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Table(s) (Specify: Long, Short or Mobile)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Microphones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Rolling Mikes (Specify: Big or Small)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Projector Lamps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Ladders / Podium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Stands (Specify: Graduation or Commencement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Parking Signs (along the road)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Stage (Specify: dimension)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Mobile Evaporative Fans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Industrial Fans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Special Items (Indicate size &amp; location)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. CR Arrangements ( blackout curtain, Poster &amp; Table)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Tent (Specify: Size &amp; Location)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Refreshments for Living Area / VUP / CAS (Bag)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## D. Equipment/Electrical Needs

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity / Venue</th>
<th>For JOB in PMU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. LCD Projector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Projection Screen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Sound System / Karaoke</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Microphone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Microphone Stand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Conference System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Additional Electrical Equipment / Appliances (that will be brought in, e.g. mobile sound system, electronic devices, personal devices, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LOYOLA SCHOOLS FACILITIES AND EQUIPMENT GUIDEBOOK

E. PERSONNEL NEEDS

<table>
<thead>
<tr>
<th>Required Number</th>
<th>Setup only</th>
<th>Dedicated</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AV/IT Technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

F. SECURITY / PARKING NEEDS

<table>
<thead>
<tr>
<th>Required Number</th>
<th>To be filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Guards</td>
<td>****</td>
</tr>
<tr>
<td>Reserved Parking Slots / Indicate location</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>****</td>
</tr>
</tbody>
</table>

G. FOOD / RECEPTION PARTICULARS

<table>
<thead>
<tr>
<th>1. Reception Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name of Food Supplier</td>
</tr>
<tr>
<td>3. Approval of FQA/POA, if attached approved copy of FQA/POA</td>
</tr>
<tr>
<td>4. Time setup and removal</td>
</tr>
<tr>
<td>5. List of additional items / approval by affected areas / offices / units</td>
</tr>
<tr>
<td>6. Outside Vendors / Catering Carts and Vehicle Model and Plate Numbers (if applicable)</td>
</tr>
<tr>
<td>7. Additional City/State Levy (if applicable)</td>
</tr>
<tr>
<td>8. For all non-venue materials, request a load out (if applicable)</td>
</tr>
<tr>
<td>9. List of equipment and their prices</td>
</tr>
<tr>
<td>10. Delivery Vehicle (if applicable)</td>
</tr>
</tbody>
</table>

H. CHARGES / RATES (For activities under Category B and with Overtime of Personnel)******

<table>
<thead>
<tr>
<th>Venue / Equipment / Furniture</th>
<th>Rate per Hour</th>
<th>Number of Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overtime of Maintenance / Technician******</th>
<th>Rate per Hour</th>
<th>Number of Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overtime of Security Personnel******</th>
<th>Rate per Hour</th>
<th>Number of Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ELECTRIC METER READING******

<table>
<thead>
<tr>
<th>Meter 1</th>
<th>Meter 2</th>
<th>Meter 3</th>
<th>Recorded by</th>
<th>Acknowledged by</th>
<th>Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Requesting Group to prepare Job Order to Facilities Management Office for wiring and or installation of equipment / furniture / fixtures.

** ORS will provide the amenities and the requesting group will be charged accordingly after the event.

*** Requesting Group to provide Job Order to Facilities Management Office for additional electrical supply.

**** Requesting Group to prepare Job Order to Facilities Management Office for the parking stands.

****** Final costs are subject to actual activity duration / logistical / personnel needs.

*******if the request is for overtime or security personnel.

******* Electricity will be charged based on Meter Reading per current rate.

Authenticated by:

Signature: [Signature]

Date: [Date]

Approved by:

Office of Administrative Services

Account: [Account]

Jr. Tech: [Jr. Tech]

Security: [Security]

[Signature]

[Date]
Loyola Schools Facilities and Equipment Guidebook

### LS Facility and Equipment Request Form

<table>
<thead>
<tr>
<th>Request #</th>
<th>Date of Use</th>
<th>Time</th>
<th>Activity (Title &amp; Nature)</th>
<th>Number of Participants</th>
<th>Class / Org / Office</th>
<th>Endorsement</th>
</tr>
</thead>
</table>

**Facility Requested**

**Equipment**

**For use at** (if requesting for using equipment only)

**Representative’s Name**

**Faculty / OSA**

**Contact Number**

**Endorsement**

---

Please check the availability of facility/equipment you wish to reserve at w3.admu.edu.ph/internals. Please fill out this form completely and legibly. *Incomplete forms will not be accepted.* Submit this request 2 clear working days prior to date of use. *Late requests will not be entertained.*

---

**Office of Administrative Services**

104
## Certification of Reservation

<table>
<thead>
<tr>
<th>Facility Requested</th>
<th>Date Requested</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Time Requested</th>
<th>Activity</th>
<th>Class/Org</th>
<th>ID#</th>
<th>Representative</th>
<th>Endorsed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM - 12:00 PM</td>
<td>GA with COA Orgs [250 people]</td>
<td>OAS</td>
<td>18747</td>
<td>Geoffrey A. San Esteban</td>
<td>Ms. Joy Salita</td>
</tr>
</tbody>
</table>

**Patron's Copy. Do not lose this stub. Present it with your ID when claiming your reservation. No stub, no facility / equipment. Please cancel and return this to OAS if you will not push through with the reservation.**
EQUIPMENT RESERVATION CLAIM FORM

Reserved equipment (Please check item/s):
- LCD Projector
- Microphone/s
- Karaoke
- Portable Speakers
- Others (If specify):

For use at (Indicate venue):

Date of Use: ________________________________
Activity/Purpose: ________________________________
Time (duration): ________________________________

I am fully aware of my responsibility in handling and using the aforementioned equipment. Any loss, damage, or delay in return of the said equipment will be considered a violation and may subject me for corresponding disciplinary measure/s.

Name of Requestor: ________________________________
Signature: ________________________________
ID Number: ________________________________

Student Handbook 2010, Code of Discipline Section 4.1.1. “It is the responsibility of students to take care of school property. Students who use or misuse the property of the school or of others without prior authorization shall be subjected to disciplinary measures.”

Section III-6.4 states the offense as Offence Against Property. “Insulting and/or engaging in activities resulting in damage to school property.”

Released by: ________________________________ Date: ________________________________ Time: ________________________________

Returned by: ________________________________ Returned to: ________________________________ Date: ________________________________ Time: ________________________________
FLOOR LAY-OUTS

Leong Hall Auditorium, Foyer and Lobby | Leong Hall Roofdeck | MVP Roofdeck | Colayco Pavilion | Faber Hal Function Room | Faber Hall 302 | SEC B Foyer | SEC C Foyer | SEC Field | Bellarmine Field
LEYONG HALL AUDITORIUM, FOYER AND LOBBY
LAY-OUT
LEONG HALL ROOFDECK LAY-OUT
MVP-CSL ROOFDECK LAY-OUT
COLAYCO PAVILION LAY-OUT
FABER HALL FUNCTION ROOM LAY-OUT
LS CONFERENCE ROOM B (Faber Hall 302) LAY-OUT

OIR

UPEACE Office
SEC B FOYER LAY-OUT
SEC C FOYER LAY-OUT

SEC WALKWAY
SEC FIELD LAY-OUT