<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ADM-POL-AUX-0005</th>
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<tbody>
<tr>
<td>Policy Title:</td>
<td>Request for Use of Facilities Policy</td>
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<tr>
<td>Implementation Procedure:</td>
<td>ADM-PROC-AUX-0002 Request for Use of Facilities Procedure</td>
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<td>Date of Issuance:</td>
<td>S.Y. 2010 to 2011</td>
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<td>Effectivity:</td>
<td>S.Y. 2010 to present</td>
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<td>Page Number:</td>
<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Auxiliary Services Office</td>
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<td>(Policy Expert)</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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Purpose of Policy: The policy is designed to systematize the application, approval and usage of the different facilities of the Colegio.

Detailed Policy Statement:
- All offices are entitled to use any of the Colegio's facilities (i.e. halls, gym, grounds, classrooms, computer rooms) for their departmental activities.
- Employees and students should submit an accomplished Request for Use of Facilities.
- Requests made by students should be approved by their respective Dean / Principal or Head of the Office of the Student Affairs.
- Requests of employees should be noted by their respective department / division heads.
- The Auxiliary Services Office reserves the right to approve or deny requests for the use of facilities.
- Some facilities such as the computer rooms, gym, board room and canteen require further approval from the ITC Director, Athletics Director and Financial Affairs Division.
- Requests for use of facilities can be denied as a result of a previous reservation made by another office or on-going maintenance, repair or renovation.
- All requests for use of facilities are subject for approval from the the Director of the Auxiliary Services Office.
- All requests for use of facilities should be submitted a week before the activity. In cases when additional approval from other offices is required, the requisitioner should submit the request form ahead of time.
- The Auxiliary Services Office will provide only the materials and equipment identified by the requisitioner.
- Requisitioners should coordinate with the designated Auxiliary staff on the time, arrangement and additional equipment needed for their activity.
- Damaged equipments during the event should be paid by the requisitioner. This policy will hold true if damage resulted from the requisitioner or organizer's negligence.
- All requisitioners are expected to abide by the rules and regulations set forth by the Auxiliary Services Office on the use of the facilities.
- Students and employees who failed to abide by the Auxiliary Services Office's policy shall be penalized consistent with the provisions of the Student Handbook and Employee Manual.

Applicability: All employees

Policy Approval Authority: Director of the Auxiliary Services Office

Related Policies or References

Definition:

Prepared by: Planning, Funding and Development Office

Approved by: Mr. Roberto Aguba

Date of Approval: 

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