

**REQUEST TO USE THE CONFERENCE ROOM/  
PERFORMING ARTS STUDIO (Student Center) and NEDA Parking Lot**

Date: \_\_\_\_\_

Office/Organization : \_\_\_\_\_  
 Name of Activity/Purpose : \_\_\_\_\_  
 Date of Activity : \_\_\_\_\_ Time : \_\_\_\_\_  
 Room Requested : [ ] Conference room [ ] Performing Arts Studio  
 \* [ ] NEDA Parking Lot

No. of Persons/Attendees : \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OVER PRINTED NAME  
 (Requesting Office/Organization)

Contact Number/s: \_\_\_\_\_

**Action Taken:** [ ] Approved  
 [ ] Disapproved

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ODESSA N. JOSON, MA**  
 Director, Office of Student Affairs

**POLICIES:**

1. Request to use the OSA facilities between 8:00am to 5:00pm, Mondays thru Fridays must be submitted at least two (2) days before the activity date and request beyond 5:00pm until 10:00pm must be submitted at least three (3) days before the activity date.
2. No slippers, leather shoes and sandals will be allowed inside the Performing Arts Studio.
3. Always observe cleanliness inside the room.
4. A photocopy of the approved request must be submitted to the Guard on Duty for security and monitoring purposes and for the issuance of the key.
5. Lost keys, fixtures and equipment shall be replaced by the concerned person/organization
6. Damaged facility due to misuse or negligence shall be charged to the user for repairs and/or replacement.
7. Air conditioning units will be turned on 30 minutes before the activity starts.
8. All lights and air conditioning units must be turned off immediately after the activity.
9. The Office of Student Affairs (OSA) must be informed of any changes in the use of the facilities at least a day before the scheduled use.
10. All door/s of room must be locked immediately after use.
11. Students/Student organizations using the conference room or studio are required to bring their own equipment needed for the activity in the conference room/studio.
- \* 12. NEDA Parking Lot: Please secure the permission of the Office of the University Registrar (OUR) after the OSA has approved the activity.

Conforme: \_\_\_\_\_  
 Signature Over Printed Name

**PURSUANT TO DATA PRIVACY ACT OF 2012, I am giving permission to the Office of Student Affairs for the lawful use of my personal information. I further certify that the information contained are true and correct.**

\_\_\_\_\_  
 (Signature over printed name)