

Cover Photo:
JHS Prefab Bldg., Fr. Masterson Road, Loyola Heights

Facilities and Equipment Use Guidelines

2023 Edition

Central Facilities Management Office

TABLE OF CONTENTS

Title Page	**2**
Table of Contents	**3**
Vision and Mission Statements of the ONE-CFMO	**4**
Reservation Policies and Procedures	**5-7**
Ateneo Grade School Facilities	**8-18**
Ateneo Junior High School Facilities	**19-23**
Ateneo Senior High School Facilities	**24-32**
Higher Education Facilities	**33-86**
Guidelines on the use,care and preservation of University Properties	**87-88**

VISION AND MISSION STATEMENTS OF THE CENTRAL FACILITIES MANAGEMENT OFFICE

VISION

The Ateneo de Manila University Central Facilities Management Team is a cohesive team of highly competent, proactive and committed interdependent units, collaboratively driving the University to attain world-class facilities and services.

MISSION

The Ateneo de Manila University Central Facilities Management Team fosters a safe, secure and sustainable environment that is highly conducive to teaching, learning, and community building.

RESERVATION POLICIES AND PROCEDURES

A. General Reservation Policies for all under CFMO Facilities:

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

2. To secure appropriate venues for your activities, you may submit your request as early as **one (1) month before the event**, and no later than **three (3) full working days** prior to the activity for regular classroom use.

   *Example: If you wish to reserve a venue for Friday, the 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.

   ***For large venues and events,** please submit your request at least seven (7) working days before the scheduled date.

   ***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, 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. The CFMO facilities are open for reservation to the Ateneo community [i.e. (1) UNITS 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 Units offices, departments and student organizations. All requestors should submit CFMO Facilities / Equipment Reservations Submission Form completely and within the prescribed submission period.

5. Requests over the telephone will not be entertained.

6. CFMO facilities may be reserved for a maximum of five (5) consecutive days' subject to review.

7. 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.

8. Avoid using decorations that pose fire risks, such as Christmas lights that may overheat or malfunction during or after operation.

9. Ensure that decorations do not create dangling wires or tripping hazards to maintain a safe environment for all students and staff.

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 serving or providing food to participants, organizers, volunteers, and/or food concessionaires must comply with the current FSQA (Food Safety and Quality Assurance) policies and guidelines.
All food concessionaires must submit a list of electrical equipment to be used, with a maximum total electrical load of 5,000 watts per stall. Requests without an FSQA approval slip shall be considered incomplete and will not be accepted or processed.

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 CSMO.

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. No Cooking Inside the Building and Prohibition of LPG in Open Areas

No Cooking Inside the Building

- Cooking is strictly prohibited inside all buildings to ensure the safety and cleanliness of the premises.
- Only pre-packed or catered food is allowed for events or activities conducted within the building.

Prohibition of LPG in Open Areas

- The use of Liquefied Petroleum Gas (LPG) is not allowed in any open area within the campus premises.
- For outdoor cooking requirements, alternative equipment (e.g., electric stoves or induction cookers) . The concessionaires/ caterer will provide the list and wattages.

These guidelines aim to prioritize the safety of all occupants and prevent potential hazards. For further clarifications or special requests, please contact the Central Facilities Management Office.

17. All requests for use of facilities and equipment are subject for review. Approval of the CFMO- Reservations, Events Logistics and Job Requests Section (CFMO-RELJR) 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.

18. For cancellation of approved reservations, please email lsreservations.fmo@ateneo.edu,reservations.cfmo@ateneo.edu or drop by at the CFMO- Reservations, Events Logitics and Job Requests Section (CFMO-RELJR) office at AJHS, Prefab Bldg. Room 3.

B. Reservation Procedure:

You can check the availability of facilities online through our website: *CFMO Reservation Portal*

Procedure:

a. Check availability of the facility on-line.

b. Once a suitable/ available facility/equipment is found, fill out the necessary form i.e. CFMO Facility Request Google Form link *(for classroom only) and CFMO* Facilities/Equipment Reservations Submission Form *(for Big Venues & Major Events)*

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/Moderator
- ***For Offices:*** Dean or Office Head

d. Submit your request form to the Reservations Officer for screening (for Large Venues & Events only). **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.

e. Those with complex requirements and considered major/ big events may require longer processing time of at least 3 clear working days.

Important Note: For requestors who submitted the CFMO Reservation form, you will be given a copy of your approved reservation form. This form 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.

ATENEO GRADE SCHOOL FACILITIES, and EQUIPMENT

AGS Facilities, and Equipment

A. CHAPEL OF THE HOLY GUARDIAN ANGELS

The Chapel of the Holy Guardian Angels is centrally-located inside the Ateneo de Manila Grade School. It is primarily a place of worship and prayer for the Grade School community. As such, the Campus Ministry Office [CMO] is the main office responsible for processing application for requests and the proper usage and maintenance of furniture and equipment inside the Chapel, in coordination with the CFMO-RELJR and CSMO. The Chapel of the Holy Guardian Angels is strictly for religious purposes such as the celebration of the Eucharist, confessions, and prayer sessions, school-related sponsored Masses, recollections, spiritual talks and reconciliation services. Adjacent to one side of the Chapel of the Holy Guardian Angels is the Chapel Assembly Area, and to another side is an open park, the Holy Guardian Angels Park. Both areas may be used for receptions.

The Chapel has the following:

1. LED Monitors
2. Sound System with amplifier
3. Clavinova Yamaha Piano
4. Industrial and Ceiling Electric Fans
5. Podium/Lecterns
6. Sacristy and Washroom for Priests only

General Guidelines for the use of the Chapel of the Holy Guardian Angels

(1) Application is required for each reservation. Forms are available at the Campus Ministry Office [CMO].
(2) Requests for the use of the Chapel are on a first-come-first-served basis and should be made at least one month before the scheduled activity.
(3) Food, beverages and pets are not allowed inside the Chapel.
(4) Upon entering the Chapel, electronic and communication devices such as cell phones should be turned off or put in silent mode.
(5) Stand-alone tarpaulin displays are allowed inside the chapel.
(6) Attachments to the ceilings, posts and walls are not allowed.
(7) Bringing in of extra sound and lighting equipment is allowed provided that the AGS sound technician and electrician will be present to oversee the set-up, installation and use and removal of the equipment.
(8) Parish-based activities such as weddings, baptisms, First Communion and Confirmation are not allowed. Activities such as these must be coursed through Santa Maria della Strada

Parish or Our Lady of Pentecost Parish or your respective parishes.

(9) Renewal of wedding vows are allowed.

(10) Group sessions that are not liturgical in nature [such as consultation sessions and focus group discussions] are not allowed. Business meetings and deliberations, even when facilitated in the context of prayer are not allowed.

(11) Prayer and liturgical concerts are subject to approval by the Headmaster. Evaluation of approval will be based on the program's format, repertoire, size of the group and expected audience, and type of equipment that will be used for the concert. Organizers of such concerts should ensure that the atmosphere of prayer and reflection be maintained and that reverence and respect for the sanctity of the place be observed at all times. Donations for the benefit of the organizers are allowed for these events; selling of tickets, however, is not allowed.

(12) Liturgical, worship and formation activities organized by the Ateneo alumni [such as Masses, spiritual talks, recollections) are allowed upon the approval of the Headmaster.

(13) Activities at the Chapel should be scheduled outside school hours. Exceptions will be subject to the evaluation and approval of the Assistant Headmaster for Formation.

(14) Permission from the CMO should be secured before taking pictures and videos inside the Chapel.

(15) Those who use the Chapel may offer a donation that will be used for regular Chapel operations. Donations may be given to the school addressed to Headmaster through the Campus Ministry Office.

B. COVERED COURTS

The Covered Courts is used principally for sports activities and general assemblies. For general assemblies, this facility may accommodate around 1800 to 2000 people.

The Covered Courts is equipped with the following:

1. Two wall-mounted LCD Screens
2. Sound System
3. Basic Lighting System
4. Industrial Fans and Air coolers
5. Monobloc Chairs
6. Score Boards
7. Stage without curtains
8. Temporary Risers

9. Queue Poles
10. Dressing Room
11. 4 Full Courts and 3 Mini Basketball Courts
12. Table Tennis tables
13. Volleyball & Badminton Poles
14. Male and Female Washrooms
15. Ramp leading to the facility

General Guidelines for Sports Clinics, Events and Assemblies

(1) Application is required for each reservation at least a month before use of the facility.
(2) A one-time application is sufficient if the facility will be used for a duration of at most one quarter.
(3) Activities may only be held from 7am to 11pm with clean-up to be finished by 12 midnights.
(4) Food and beverages are allowed in the facility.
(5) Food and Bazaar Booths are allowed in coordination with University Business Affairs Office(UBAO) & Food Safety and Quality Assurance Office(FSQA).
(6) Stand-alone standard streamers clearly identifying the title and duration of the activity measuring .60 meters x 2.4 meters are allowed. These streamers must be taken down and brought home after the event. Welcome streamers and directional signs along the main University road may be installed upon coordination with the Central Facilities Management Office [Central FMO].
(7) Attachments to the perimeter fence of the facility are allowed.
(8) Bringing in of extra sound and lighting equipment is allowed provided that the CFMO electrician and sound technician will be present to oversee the setup, installation and use and removal of the equipment.

C. FERMIN HALL ASSEMBLY AREA

The Fermin Hall Assembly Area is used principally for general assemblies and indoor sports and activities. For general assemblies, this facility may accommodate around 300-400 people.

The Fermin Hall Assembly Area is equipped with the following:

1. Sound System
2. Lighting System
3. Industrial Fans and Air Coolers
4. Formica-top Tables
5. Monobloc Chairs
6. Platform that can be used as a Stage

7. Queue Poles
8. Male and Female Washrooms

General Guidelines for Assemblies and Activities:

(1) Application is required for each reservation at least one month before use of the facility.
(2) A one-time application is sufficient if the facility will be used for a duration of at most one quarter.
(3) Activities may only be held from 7am to 11pm with clean-up to be finished by 12 midnight.
(4) Food and non-alcoholic beverages are allowed in the facility.
(5) Food and Bazaar Booths are allowed in coordination with University Business Affairs Office(UBAO) & Food Safety and Quality Assurance Office(FSQA).
(6) Stand-alone standard streamers clearly identifying the title and duration of the activity measuring .60 meters x 2.4 meters are allowed. These streamers must be taken down and brought home after the event.
(7) Welcome streamers and directional signs along the main University road may be installed upon coordination with the Central Facilities Management Office [Central FMO].
(8) Attachments to the surrounding areas of the facility are allowed. 9. Bringing in of extra sound and lighting equipment is allowed provided that the CFMO electrician and sound technician will be present to oversee the set- up, installation and use and removal of the equipment.

D. MULTIPURPOSE FACILITIES:

HOLY GUARDIAN ANGELS PARK, GRADES 3 & 4 LANAI

These multipurpose facilities are open or covered spaces that may be used for small gatherings and receptions. These facilities provide an ambience that are in harmony with the rich greens and natural formations of the environment. Possibilities for its use include al fresco dining, reception canopies and garden set-up.

These facilities include:

a. Outdoor lighting
b. Air coolers and industrial fans
c. Sound system
d. Monobloc chairs
e. Tables

ECOLOGICAL GARDEN, SINGSON HALL QUADRANGLE, FLAGPOLE QUADRANGLE

These facilities include:

a. Outdoor lighting
b. Air coolers and industrial fans
c. Sound system – subject for CFMO's approval
d. Monobloc chairs
e. Tables

General Guidelines for receptions and other similar events

(1) Application is required for each reservation.
(2) These facilities may be reserved starting from 7am to 12 midnight, making sure to give way to clean-up time until 2am.
(3) Décor attachments of any kind are not allowed. Only stand-up tarpaulins are allowed. These tarpaulins must be taken down and brought home after the event.
(4) Bringing in of extra sound and lighting equipment is allowed provided that the CFMO electrician and sound technician will be present to oversee the set-up, installation, use and removal of the equipment.
(5) The caterer must coordinate with the Food Quality Assurance Officer with regard to the AGS catering guidelines.

E. OPEN BASKETBALL COURTS

The Open Basketball Courts are used principally for sports activities and general assemblies. The Open Basketball Courts may be equipped with sound system and lighting system. Use of the Open Courts for specific purposes are subject to the following guidelines:

(1) Application is required for each reservation at least a month before use of the facility.
(2) A one-time application is sufficient if the facility will be used for a duration of at most one quarter.
(3) Activities may only be held from 7am to 11pm with clean-up to be finished by 12 midnight.
(4) Food and non-alcoholic beverages are allowed in the facility.
(5) Food and Bazaar Booths are allowed in coordination with pertinent offices as indicated on pages 7-10.
(6) Stand-alone standard streamers clearly identifying the title and duration of the activity measuring .60 meters x 2.4 meters are allowed. These streamers must be taken down and brought

home after the event. Welcome streamers and directional signs along the main University road may be installed upon coordination with the Central Facilities Management Office [Central FMO].
(7) Attachments to the perimeter fence of the facility are allowed.
(8) Bringing in of extra sound and lighting equipment is allowed provided that the CFMO electrician and sound technician will be present to oversee the set- up, installation and use and removal of the equipment.

For general assemblies, the Open Courts between Pacquing and Fermin Halls may accommodate around 1000 people while the Open Courts beside David Hall may accommodate around 500 people.

General Guidelines for Assemblies and Activities

(1) Application is required for each reservation at least one month before use of the facility.
(2) A one-time application is sufficient if the facility will be used for a duration of at most one quarter.
(3) Activities may only be held from 7am to 11pm with clean-up to be finished by 12 midnight.
(4) Food and non-alcoholic beverages are allowed in the facility.
(5) Food and Bazaar Booths are allowed in coordination with pertinent offices as indicated on page 7.
(6) Stand-alone standard streamers strictly identifying the title and duration of the activity measuring .60 meters x 2.4 meters are allowed. These streamers must be taken down and brought home after the event.
(7) Welcome streamers and directional signs along the main University road may be installed upon coordination with the Central Facilities Management Office [Central FMO].
(8) Attachments to the surrounding areas of the facility are allowed.
(9) Bringing in of extra sound and lighting equipment is allowed provided that the CFMO electrician and sound technician will be present to oversee the set- up, installation and use and removal of the equipment.

F. MARIANO R. SINGSON HALL

The Mariano Singson Hall is used principally for general assemblies, meetings, conferences, seminars, lectures, fora, symposia and convocations. It may also be used for receptions and other similar events. Use of the Singson Hall for plays, concerts,

recitals and theatrical presentations may be allowed subject to facilities general guidelines. The hall is fully air conditioned with a maximum seating capacity of 530 in the orchestra and 124 in the balcony if used for assemblies and the like, and a maximum seating capacity of 250 for receptions and similar events. It has an adjacent lounging area as well as comfort rooms for male, female and for person with disabilities. The Singson Hall is equipped with the following:

1. LCD Projector
2. Sound System
3. Lighting System
4. Industrial Fans and Air Coolers
5. Monobloc Chairs
6. Blackboard and white boards
7. Podium
8. Stage with Mechanized Curtains
9. Temporary Risers
10. Backstage and Dressing Room

General Guidelines for general assemblies, meetings, conferences, seminars, lectures, fora, symposia and convocations.

(1) Application is required for each reservation.
(2) A one-time application is sufficient if the facility will be used for consecutive days, for a maximum of 5 consecutive days.
(3) Activities may only be held from 7am to 11pm with clean-up to be finished by 12 midnight.
(4) Eating and drinking of non-alcoholic beverages are also allowed in the lobby.
(5) Stand-alone standard streamers clearly identifying the title and duration of the activity measuring .60 meters x 2.4 meters are allowed at both Singson Hall entrances. Welcome streamers and directional signs along the main University road may be installed upon coordination with the Central Facilities Management Office [Central FMO].
(6) Attachments to the ceilings, posts and walls are not allowed.
(7) Bringing in of extra sound and lighting equipment is allowed provided that the CFMO electrician and sound technician will be present to oversee the set-up, installation and use and removal of the equipment.

General Guidelines for receptions and other similar events.

(1) Application is required for each reservation.

(2) The Singson Hall may be reserved starting from 7am to 12 midnight, making sure to give way to clean-up time until 2am.
(3) Décor attachments to the ceilings, posts and walls are not allowed.
(4) Bringing in of extra sound and lighting equipment is allowed provided that the AGS electrician and technician will be present to oversee the set-up, installation and use and removal of the equipment.
(5) The caterer must coordinate with the Food Quality Assurance Officer with regard to the AGS catering guidelines.

General Guidelines for plays, concerts, recitals and theatrical presentations.

(1) Application is required for each reservation.
(2) A one-time application is sufficient if the facility will be used for consecutive days, for a maximum of 5 consecutive days.
(3) Activities may only be held from 7am to 11pm with clean-up to be finished by 12 midnight.
(4) Eating and drinking are only allowed in the lobby.
(5) Stand-alone standard streamers clearly identifying the title and duration of the activity measuring .60 meters x 2.4 meters are allowed at both Singson Hall entrances. Welcome streamers and directional signs along the main University road may be installed upon coordination with the Facilities Management Office [FMO].
(6) Attachments to the ceilings, posts and walls are not allowed.
(7) Only stand-alone props are allowed as background and these must be ready made when taken in. No construction of props will be allowed inside the facility.
(8) Bringing in of extra sound and lighting equipment is allowed provided that the AGS technician and electrician will be present to oversee the set-up, installation, use and removal of the equipment. 9. The use of airconditioning and sound system is only allowed for actual performances and dress rehearsals and only the AGS technician and electrician will operate the airconditioning units. The use of airconditioning and sound system for ordinary rehearsals will be subject to charges.
(9) The reserving group may not sub-lease the place and has the sole use and responsibility of all the equipment during technical and dress rehearsals and the actual performances.
(10) There is an assigned dressing room for performers and the production staff. There are adjacent comfort rooms that will be assigned for use.
(11) The reserving group using the facility is responsible for any and all damages.

(12) Inspection of the facility will be done by the CFMO representative, security personnel on duty and CFMO electrician and technician before, during and after the event. Non-Compliance to these guidelines will result to corresponding penalties.

G. FR. RODOLFO A. MALASMAS SJ SWIMMING POOL COMPLEX

The Rodolfo A. Malasmas SJ Swimming Pool Complex is a facility that is primarily meant to provide a venue where the Grade School students can have their Physical Education swimming lessons. The specification of the pool includes a depth of 3 ½ feet [1.1 meter] at its most shallow and 4 ½ feet [1.4 meters] at its deepest. It measures 18 x 25 meters, and length. There are available male and female shower rooms and dressing rooms. The complex also includes a covered lanai, a covered assembly area, a gazebo, a covered bleachers area, a garden surrounding the place which may be used for gatherings and other events.

General Guidelines for the use of the RAMSPC for Swimming:

(1) The swimming pool schedule for outside reservations is as follows: Saturday-Sunday : 9am-11:30am ,1:30pm-4:00pm, 4:00pm-6:30pm
(2) Application is required for each reservation at least one month before use of the facility.
(3) A one-time application is sufficient if the facility will be used for a duration of at most one quarter.
(4) Those who have skin disease or open wounds, who are sick or have recently recovered from any communicable disease are NOT allowed in the pool.
(5) Before getting into the pool, one should change into the proper swimming attire: Swimming Trunks for Male One-Piece bathing suit for Female Shower cap for those with shoulder-length hair
(6) Taking a shower before swimming is required.
(7) Food and non-alcoholic beverages are allowed in the facility only in designated places. Strictly no eating in the pool and in the areas outside of those designated as eating areas
(8) A responsible adult must accompany non-swimmers and children below 7 years old and/or shorter than 4 ½ feet tall [1.4 meters]
(9) Rough play such as running around, pushing, jumping around or in the pool, climbing the fence or anything that may cause injury is not allowed.
(10) The Stay-Alive, Don't Dive Rule is strictly enforced.
(11) Attachments to the perimeter fence of the facility are allowed.

(12) Bringing in of extra sound and lighting equipment is allowed provided that the CFMO electrician and sound technician will be present to oversee the set-up, installation and use and removal of the equipment.
(13) In case of emergency, notify the lifeguard immediately.
(14) The orders of the lifeguard or instructor must be followed at all times.
(15) The school reserves the right to refuse entry or use of the pool to those who do not obey the rules.
(16) The Ateneo de Manila Grade School is not liable for any loss of valuables or any injury suffered by any and all swimming pool users.

General Guidelines for the use of the RAMSPC for Gatherings and Events:

(1) Application is required for each reservation.
(2) At least one month reservation is required.
(3) The facility may be reserved starting from 7am to 6pm, making sure to give way to clean-up time.
(4) Décor attachments along the perimeter fence are allowed. These décor attachments must be taken down and brought home after the event.
(5) Bringing in of extra sound and lighting equipment is allowed provided that the AGS electrician and sound technician will be present to oversee the set-up, installation, use and removal of the equipment.
(6) The caterer must coordinate with the AGS Food Quality Assurance Officer with regard to the AGS catering guidelines.

Reservations for Saturdays, Sundays, and holidays, should be made through the Central Facilities Management Office. Weekdays are exclusively reserved for AGS Academic Activities.

ATENEO JUNIOR HIGH SCHOOL FACILITIES, and EQUIPMENT

AJHS Facilities, and Equipment

General Guidelines for AJHS 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, three (3) clear working days*** before the day of the activity.

   *Example: If you wish to reserve a venue for Friday, the 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.

   ***For Big Venues & Events**: Please submit your request 5 days before the event.

   ***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, 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. Only one reservation for the 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.

5. The AJHS facilities are open for reservation to the Ateneo community [i.e. (1) UNITS 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 Units offices, departments and student organizations. All requestors should submit CFMO Facilities / Equipment Reservations Submission Form completely and within the prescribed submission period.

6. Requests over the telephone will not be entertained.

7. AJHS facilities may be reserved for a maximum of five (5) consecutive days' subject to review.

8. 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.

9. 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.

10. 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.

11. The following are not allowed for outdoor use:
    d. Audio-visual equipment
    e. All wooden furniture *(i.e. tables, rolling boards, exhibit blocks, lectern, etc.)*
    f. Iwata Fans

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

13. 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 CSMO.

14. 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.

15. All requests for use of facilities and equipment are subject for review. Approval of the CFMO- Reservations, Events Logistics and Job Requests Section (CFMO-RELJR) 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.

16. For cancellation of approved reservations, please email ajhsreservations.fmo@ateneo.edu or drop by at the CFMO-Reservations, Events Logitics and Job Requests Section (CFMO-RELJR) office at AJHS, Prefab Bldg. Room 3.

A. COVERED COURTS

The Covered Courts is used principally for sports activities, Masses and general assemblies. This facility may accommodate around 3500 to 4000 people for Masses and Assemblies.

The Covered Courts is equipped with the following:

1. Mako Fan
2. Industrial Fans and Air coolers
3. Monobloc Chairs
4. Stage
5. Risers
6. Queue Poles
7. Basketball, Volleyball, and Badminton Poles
8. Male and Female Washrooms

General Guidelines for Sports Activities, Assemblies and Events.

- Application is required for each reservation at least a month before use of the facility.
- A one-time application is sufficient if the facility will be used for a duration of at most one quarter.
- Activities may only be held from 7am to 10pm with clean-up to be finished by 12 midnight.
- Food and beverages are allowed in the facility.
- Food and Bazaar Booths are allowed in coordination with pertinent offices as indicated in the General Guidelines.
- Attachments to the perimeter fence of the facility are allowed.
- Bringing in of extra sound and lighting equipment is allowed provided that the CFMO electrician and sound technician will be present to oversee the setup, installation and use and removal of the equipment.

B. St. Stanislaus Kostka Chapel

Please be reminded of the following when inside the St. Stanislaus Kostka Chapel or the Chapel of the First Companions

(1) The specified time allotted in the Reservation Form should be followed.
(2) The Chapel is a sacred space. Render proper respect and reverence to the Blessed Sacrament. Do not place anything on top of the altar table and lectern that is not used for liturgical activities. Do not rearrange the furniture in the Chapel.
(3) Maintain silence at all times.

(4) It is the client's responsibility to coordinate with the Campus Minister regarding Mass requirements (i.e. commentator, readers, and choir).
(5) Please handle Chapel equipment (i.e. Clavinova, microphones, etc.) and furniture with care. Damage to any of the equipment, furniture, and other properties of the Chapel after the specified date of the activity will be charged accordingly to the client.
(6) Food and beverages are strictly prohibited inside the Chapel.
(7) Smoking and drinking any alcoholic beverage is strictly prohibited inside and outside the Chapel.
(8) Cleanliness must be observed at all times inside the Chapel.
(9) Take care of personal belongings. The JHS OCM is not liable for any loss.
(10) For information about charges, please contact the University Business Affairs Office [UBAO] at 426-6001 local 4203 or email at ubao@ateneo.edu.

Reservations for Saturdays, Sundays, and holidays, should be made through the Central Facilities Management Office. Weekdays are exclusively reserved for AJHS Academic Activities.

ATENEO SENIOR HIGH SCHOOL FACILITIES, and EQUIPMENT

ASHS Facilities, and Equipment

Main SHS and FLC Buildings

General Guidelines

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, three (3) working days*** before the day of the activity.

   *Example: If you wish to reserve a venue for Friday, the 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.

   ***For Big Venues & Events**: Please submit your request 5 days before the event.

   ***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, 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. Only one reservation for the 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.

5. The ASHS facilities are open for reservation to the Ateneo community [i.e. (1) UNITS 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 Units offices, departments and student organizations. All requestors should submit CFMO Facilities / Equipment Reservations Submission Form completely and within the prescribed submission period.

6. Requests over the telephone will not be entertained.

7. ASHS facilities may be reserved for a maximum of five (5) consecutive days' subject to review.

8. 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.

9. 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.

10. 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.

11. The following are not allowed for outdoor use:
    g. Audio-visual equipment
    h. All wooden furniture *(i.e. tables, rolling boards, exhibit blocks, lectern, etc.)*
    i. Iwata Fans

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

13. 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 CSMO.

14. 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.

15. All requests for use of facilities and equipment are subject for review. Approval of the CFMO- Reservations, Events Logistics and Job Requests Section (CFMO-RELJR) 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.

16. For the cancellation of approved reservations, please email ashsreservations.fmo@ateneo.edu or visit the CFMO-Reservations, Events Logistics, and Job Requests Section (CFMO-RELJR) office at AJHS, Prefab Building, Room 3, at least 2 days before the event. Failure to cancel the reservation in advance will result in a charge for the CFMO personnel's overtime if the requirements are already set up.

FLC Rooms and Spaces

FLC Building

a. All spaces in the FLC Building are blocked off from 6 AM to 6 PM,Monday-Friday for the entire school year. This measure aims to ensure a seamless and efficient process while minimizing disruptions to regular academic activities.
b. The concessionaire will be prioritized in the use of the **dining area** but can be used for other purposes as well (Please coordinate with the SHS APAdmin for confirmation of its availability.)
c. No outside reservations are to be made every Monday - Friday from 6 AM -6 PM
d. Reservation for tournaments is subject to SHS Unit Head approval on a case-to-case basis
e. Any damage to the court facilities will be shouldered by the last group who played if find that the damage was not “wear and tear”.
f. Strictly follow the maximum health protocols like wearing masks when not playing/sitting on the benches.
g. Open to accommodate events from sports-related organizations that would suit our facility.
h. The renters must comply with the rules and regulations on the use of the FLC especially the OFF-LIMIT AREAS to maintain everyone’s safety
i. Outside organizers must provide everything such as manpower and sports equipment in compliance with the school’s approval process.
j. Audio materials in the FLC are included in the rental fee. This is to assure that the materials are already compatible with the facility. Any damage on such will be charged to the renter/s.

RULES WHEN USING THE FLC 3RD FLOOR SPORTS FACILITY

The 3rd Floor Sports Facility may only be used for OFFICIAL SCHOOL AND SCHEDULED ACTIVITIES. All activities done in this facility must be AUTHORIZED and PROPERLY RESERVED. In order to preserve the integrity of the facility, the following rules are to be STRICTLY FOLLOWED. Damage to the facility from not following the stipulated rules below MAY INCUR a disciplinary intervention and REPARATION for the damage.

1. Please STRICTLY OBSERVE the wearing of the specified footwear: RUBBER-SOLED, NON MARKING SHOES AND SLIPPERS. SHOES THAT HAVE SPIKED SOLES SHOULD NOT BE WORN in the 3rd

FLOOR FLC.

2. ONLY CLEAN FOOTWEAR CAN BE USED. Footwear that has been USED OUTDOORS may have debris such as sand or dirt or little pebbles that cause damage on the floor and SHOULD NOT BE USED.

3. Before using the facilities, please WIPE YOUR SHOES ON THE DUST MAT FOUND AT THE ENTRANCE OF THE 3RD FLOOR and CHECK FOR ANY DEBRIS THAT MAY REMAIN ON YOUR SHOES.

4. FOOD IS NOT ALLOWED ON THE 3RD FLOOR. ONLY WATER brought in JUGS are PERMITTED TO BE BROUGHT. SINGLE-USE BOTTLES are NOT allowed.

5. REPORT WATER SPILLS IMMEDIATELY to the custodians and or any person of authority.

6. WEAR THE APPROPRIATE SPORTS ATTIRE, FREE of ANY INAPPROPRIATE ACCESSORIES such as jewelry as they may damage the flooring.

7. GLASSWARE are NOT ALLOWED on the 3rd floor.

8. AVOID HEAVY OBJECTS GLIDING along and against the floor.

9. USE RUBBER MAT for any HEAVY INSTALLATION on the flooring.

10. EVENTS that will PRODUCE OPEN FIRES are STRICTLY PROHIBITED.

FORMATION AND LEARNING CENTER FACILITIES

ROOM NUMBERS	FACILITY	CAPACITY (max)	INTENDED USE
	Faculty Dining Area	50	dining space for faculty
	SHS Cafeteria (Dining Area / Student Discussion Area)	900-1000	dining space for students area for big student activities

	Chapel	230-240	Daily morning Masses and other small group Masses, Sacrament of Reconciliation for G11 The chapel can also be used by student groups who need a space to hold their prayer sessions or recollections, and by faculty and staff for Community Spiritual Hour and other spiritual/liturgical activities. It will also be used for rehearsals by our growing Community Choir when they prepare for our school-wide liturgical celebrations.
110	Dance Rehearsal Space	40-42	space for dance rehearsals space for Activity period of IndAK
111	Band Room Rehearsal Space	10	space for band rehearsals and other music groups for music recording
	Assembly Space Quadrant 1 Quadrant 2 Quadrant 3 Quadrant 4	1, 000-1,200 150-200/Quadrant	Strand assemblies and events Batch Events Play Viewing Parents' Orientation Sessions and Seminars Research Congresses Exhibits of Student Works Faculty Development Sessions
203	Physical Science Laboratory	40-42	for science lab classes
204	General	40-42	for science lab classes

	Physics Laboratory		
205	Computer Laboratory 1	40-42	for computer classes
206	Computer Laboratory 2	40-42	for computer classes
207	Art Room	40-42	working area and storage space for appropriate materials for students taking Studio Arts or Contemporary Art for art-guild
208	Music Room	40-42	for the music recording / production elective and the various music-oriented student organizations
209	Robotics Room	40-42	sufficient area for Robotics and materials produced in the Game Development elective.
210	Maker's Space	40-42	working area to make critical and creative projects (e.g. integration between Computer and Arts)
302	Sports Science Laboratory	25-30	area for Sports Science classes
303	FITNESS Gym	25-30	space for exercise, sports, and other physical activities space for student activity/org
M3 02	Audio-Visual Room	20-25	open space for meetings of coaches, student athletes , space to review games
Mezzanine	Mezzanine-Multi Purpose Space		PE Activities, Athletes Trainings

Court 1	Basketball & Badminton		PE Activities, Athletes Trainings, OSA & CMO Activities
Court 2	Basketball & Badminton		PE Activities, Athletes Trainings, OSA & CMO Activities
Court 3	Basketball & Volleyball		PE Activities, Athletes Trainings, OSA & CMO Activities
Court 4	Basketball & Volleyball		PE Activities, Athletes Trainings, OSA & CMO Activities
Court 5	Basketball & Futsal		PE Activities, Athletes Trainings, OSA & CMO Activities

ATENEO HIGHER EDUCATION FACILITIES, and EQUIPMENT

HE Facilities, and Equipment

RESERVATION POLICIES AND PROCEDURES

A. General Reservation Policies for all under HE 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, three (3) clear working days*** before the day of the activity.

   *Example: If you wish to reserve a venue for Friday, the 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.

   ***For Big Venues & Events**: Please submit your request 5 days before the event.

   ***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, 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. Only one reservation for the 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.

5. The HE facilities are open for reservation to the Ateneo community [i.e.
   (1) HE Departments, Offices, Centers, Affiliated Offices, Student Organizations
   (2) Institutional partner/member organizations
   (3) Outreach Partners
   (4) Other University Units
   (5) Alumni and Other Units' Parents' Association/Group]. However, priority is given to HE offices, departments and student organizations. All requestors should submit CFMO Facilities / Equipment

Reservations Form completely and within the prescribed submission period.

6. Requests over the telephone will not be entertained.

7. HE facilities may be reserved for a maximum of five (5) consecutive days subject to review.

8. 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.

9. 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.

10. 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, **FSQA APPROVAL SHOULD BE SECURED PRIOR TO RESERVATION OF FACILITIES.**

11. The following are not allowed for outdoor use:
    j. Audio-visual equipment
    k. All wooden furniture *(i.e. tables, rolling boards, exhibit blocks, lectern, etc.)*
    l. Iwata Fans

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

13. 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 CSMO.

    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.

14. 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.

15. 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 5:00-6:30 PM every Tuesdays and Fridays. Only during the moratorium period for student activities (within the 1 week prior to final exams) should request for facilities for academic activities for the said schedule may be allowed.

16. 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.

17. All requests for use of the HE facilities and equipment are subject for review. Approval of the CFMO- Reservations, Events Logistics and Job Requests Section (CFMO-RELJR) 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.

17. 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.

18. For cancellation of approved reservations, please email lsreservations.fmo@ateneo.edu or drop by at the CFMO- Reservations, Events Logistics and Job Requests Section (CFMO-RELJR) office at AJHS, Prefab Bldg. Room 3. Failure to do so will be reported to the Office of the Vice President for the HE (OVPHE) or Office of Student Activities (OSA).

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

20. Requests will be entertained during:

    Monday- Friday

9 am-11:30 am : ONLINE consultations via ZOOM (click here)

2 pm-4:00 pm : WINDOW transactions

Saturdays and other timeslots are dedicated for processing of requests for a more efficient turnaround time. Nonetheless, clients may still submit requests via the reservation portal on Saturdays.

B. Students' Reservation Procedure:

You can view facilities availability online via Internet by logging-on to *http://go.ateneo.edu/ls-venues-reservation-portal*

Procedure:

a. Check availability of the facility on-line.
b. Once a suitable/ available facility/equipment is found, fill out the necessary form: 1. CFMO Facility Request Google Form *(for classroom request only) .This form accept 60 reservations daily. 2.* CFMO Facilities/Equipment Reservations Submission Form *(for Big Venues & Major Events)*.
c. Secure the necessary endorsements / signatures as follows **prior to submission of request:**

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

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

d. *G 306,G 310 & 311*: Fine Arts Department, 2nd Floor, Arete Building
e. *De la Costa Consultation Rooms 1-3, 5 & 6*: SOH Dean's Office, Ground Floor, De la Costa Hall
f. *SS280:* Communication Department, 3rd Floor, Social Sciences Building
g. For activities with food that will be served / provided during the activity / event within HE with at least fifty (50) participants should go to the *Food Safety and Quality and Assurance (FSQA) Supervisor* (Frank Lynch Hall Building) for approval of the food / menu. An approval slip will be given and should be attached to the request form upon submission to CFMO-Reservations, Events Logistics & Job Requests Section.

h. Once endorsed by necessary signatories, return to CFMO-Reservations, Events Logistics and Job Requests Section (CFMO-RELJR) for online encoding of the request.

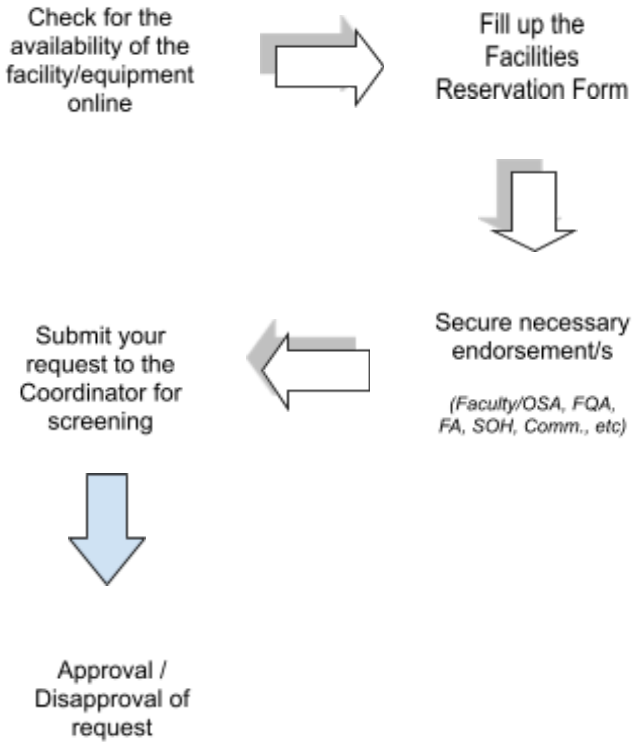
i. Submit your request form to the Reservations Coordinator for screening (for Big Venues & Events only). **All incomplete forms will be returned.**

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

j. Those with complex requirements and considered major/ big events may require longer processing time of at least 3 clear working days.

a. ***Important Note:*** For requestors who submitted the A4 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



GUIDELINES on the USE of HIGHER EDUCATION 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 Quad stage | 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

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 CFMO-Reservations, Events Logistics and Job Requests any unauthorized setup / installation.

2. Priority of use will be as follows:

   a. For HE activities and administrative offices' functions
   b. For HE-recognized/accredited student organizations' activities and non-academic formation.
   c. For international/national conferences sponsored by an HE 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 midnights. 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 Central 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/UBAO. 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, soft drinks and juices may be allowed at the lobby for the 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 CFMO Facilities / Equipment Reservations Form with all necessary attachments including a 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 HE 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 2 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. SOSS Dean's Conference Room / LH Conference Room 4 *(4th Floor, near Dean's Office)* – 15 capacity (Reservation c/o SoSS Dean's Office)

3. Priority of use will be as follows:
    a. For use as break-out rooms or holding room for plenary sessions at the auditorium.
    b. For HE 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. 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.
    The requesting group may use the dedicated 12'x8'x1' platform / stage in the Leong 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 CFMO-Reservations, Events Logistics and Job Requests Section 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. Loud activities are probihited.

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 a 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. HE-recognized/accredited student organizations' activities and non-academic formation
    b. HE 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 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 must be removed right after each activity.

    The 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 CFMO 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. 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 CFMO-Reservation, Events Logistics & Job Request Section, 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, AMP, 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 8:00 AM until 9:00 PM only. Specific time should be indicated in the reservation form.

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.

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

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

COLAYCO PAVILION

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 5:00 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 overtime maintenance personnel, equipment, etc.)

2. For activities that will need equipment, the requesting group should submit a fully accomplished LS Facilities / Equipment Reservations Submission Form to CFMO-Reservations, Events Logistics and Job Request Section with all necessary attachments including the copy of the approved request letter by OSA.

3. General reservation policies on the use of the HE facilities apply.

GUIDELINES ON THE USE OF MVP-CSL, LEONG HALL, PLDT-CTC and JGSOM 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, PLDT-CTC & JGSOM
    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 Roofdecks, CTC 413 & SOM 402

    - For food transport, the Requestor should ensure that the Food provider complies with the following:
        i. to provide 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. 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. HE- and University-wide functions/activities

4. 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.

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

6. 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 a service area for the caterer.

7. Proper arrangements must be made for the services of maintenance personnel, technicians and security guards.

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, technicians and security guards.

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

10. 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 2 conference rooms at Faber Hall with the following dimensions and seating capacities:

   a. FH Conference Room B / FH302 (10.73m. x 9.08m.) – 40 pax (3rd floor)
   b. FH Conference Room C / FH310 (5.28m. x 4.085) – 12 pax (3rd floor, priority of use by Office of the Registrar)

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/HE 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 CFMO Facilities / Equipment Reservations Submission Form with necessary signatures and attachments at least three (3) 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 Higher Education
    b. HE Academic activities
    c. HE Non-academic activities and Administrative offices' functions
    d. HE-recognized/accredited student organizations activities and non-academic formation activities.
    e. Non-HE 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 & Sec A Foyer for their reception or registration. Welcome streamers/tarpaulins may be installed on the said area upon approval of CFMO-Reservations, Events Logistics and Job Request Section.

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.)*

   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) HE 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 HE 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 HE 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 HE Community.

General Parameters:

1. Recognized performing arts groups of the HE – Ateneo College Glee Club, Ateneo Musicians' Pool, Blue Repertory, Company of Ateneo Dancers, 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 HE.

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 HE.

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 passage way 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 were allowed to use the Faber Hall Function Room for activities in connection with their production in the mini-theater, but subject to availability. Use of the said room should be included in the request for the RMT.

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 CFMO-RELJR.

15. Construction for carpentry work and installation of electrical equipment's should be done during office hours only upon the approval of CFMO-RELJR.

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 CFMO Buildings Supervisor. The organization should set an appointment with CFMO-RELJR.

17. Only authorized electricians from CFMO can adjust/open the electrical circuits. The requesting organization should secure a Job Order Request from the CFMO-RELJR.

18. Groups requesting for overtime work of maintenance personnel and opening the facility must seek the approval of CFMO-RELJR. 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 CFMO-REJR. 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 CFMO-RELJR. 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 CFMO maintenance. Appropriate costs will be charged for the overtime work.

22. An assessment of the venue will be conducted by CFMO 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, 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 CFMO 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 CFMO-RELJR **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 CFMO-RELJR.

    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 CFMO Facilities / Equipment Reservation Submission Form upon submission to the CFMO-RELJR.

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 CFMO-RELJR. 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 CFMO-RELJR. All requesting group should attach the plan / design and layout of the set with dimensions to CFMO Facilities / Equipment Reservation Submission Form, upon submission, to CFMO-RELJR for review and approval. No carpentry work is allowed without prior approval of CFMO-REJR.

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 CFMO-RELJR 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 Central Facilities Management Office. The requesting organization should secure a Job Order Request from the CFMO-RELJR.

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 CFMO-RELJR at least a day before the arrival/construction. The CFMO Buildings Supervisor will give an orientation on CFMO 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 CFMO-RELJR 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 CFMO Buildings Supervisor, and turnover of venue to the CFMO-RELJR 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 CFMO-RELJR. Have the letter endorsed by OSA at least two (2) clear working days prior to the schedule of strike set for submission to CFMO-RELJR. 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 HE 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 CSMO at least two (2) clear working days before the intended date of entry. CSMO 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, MUSIC ROOM & EXHIBIT HALL

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 Department 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 9:00 p.m. only on weekdays and 5:00 p.m. during Saturdays.

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

B. 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 Department. 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 CFMO-RELJR.

6. General reservation policies on the use of the HE 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 CFMO-RELJR.

   All requestors who will be using any of the Gonzaga facilities should submit a fully accomplished CFMO Facilities / Equipment Reservations Submission Form with necessary signatures and attachments **at least two (3) 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 CFMO 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 attachments should be submitted to CFMO-RELJR **at least ten (10) days** prior the intended date of move in, All requests are subject to review and approval of CFMO-RELJR.

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

4. All transactions of accredited student organizations using the Gonzaga Facilities must be approved by the Fine Arts Department 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 CFMO-RELJR 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 CFMO Facilities / Equipment Reservation Submission Form, upon submission, for review and approval. No carpentry work is allowed without prior approval of CFMO-RELJR.

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 CFMO-RELJR and Fine Arts Department 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 CFMO 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 CFMO-REJR.

The requesting organization should secure a Job Order Request from the CFMO-RELJR.

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 to CFMO-RELJR. There is a corresponding fee for CFMO-RELJR 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 on our website at http://go.ateneo.edu/ls-venues-reservation-portal

2. All requestors are required to submit to CFMO-RELJR a fully accomplished CFMO 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 CFMO-RELJR 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 CFMO-RELJR 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 HE facilities apply.

GUIDELINES ON THE USE OF RED BRICK ROAD

1. The Red Brick Road may be reserved only for academic and organization selling activities, career fairs, and exhibits/displays. Activities held on the Red Brick Road are subject to review and approval by the Central Facilities Management Office (CFMO).

2. The minimum number of stalls allowed on Red Brick Road is 20, and the maximum is 30, with each tent having a size of 3x3 meters.

3. All requesting groups should submit a fully accomplished CFMO Facilities / Equipment Reservation Submission Form, with necessary signatures and all necessary documents attached, to the CFMO at least five (7) 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.

4. 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

5. The organizers of the event will be solely responsible for making sure that the area is clean and orderly before and after the event.

6. The following are prohibited in the Red Brick Road:

   a. vehicles inside the Red Brick Road,
   b. activities that will disrupt academic activities and office operations near Red Brick Road,

7. Electrical Provision

   All stall units are assigned two (2) convenience outlets. As a standard safety requirement, the allowed maximum electrical usage should not exceed 5000 watts.

   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.

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

9. 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.

10. 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.

HE PROMENADE

APPLICATION PROCEDURES TO USE THE LS PROMENDADE FOR SELLING

The HE promenade was constructed primarily to cater student entrepreneurial activities. Priority of use of the HE 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) Office.

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 Officer 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 HE Facilities / Equipment Reservations Submission Form to the CFMO-REJR 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 HE 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) Officer.

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 CFMO Facilities / Equipment Reservations Submission Form to the CFMO-RELJR 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 HE 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 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 HE PROMENADE

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

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

   CONTROL, SCREENING AND APPROVAL /ASSIGNMENT OF SLOTS – c/o CFMO-RELJR

3. 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 is 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 FSQA)
   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

Stall Number	Type	Stall Area *(m^2)*	Tent Size	*(per day per stall)*	Electricity *(metered)*
1	End	9 m^2	3m x 3m	P500 / P550	Per reading
2	Inner	9 m^2	3m x 3m	P500 / P550	Per reading
3	Inner	9 m^2	3m x 3m	P500 / P550	Per reading
4	Inner	9 m^2	3m x 3m	P500 / P550	Per reading
5	End	9 m^2	3m x 3m	P500 / P550	Per reading
6	End	9 m^2	3m x 3m	P500 / P550	Per reading
7	Inner	9 m^2	3m x 3m	P500 / P550	Per reading
8	Inner	9 m^2	3m x 3m	P500 / P550	Per reading
9	Inner	9 m^2	3m x 3m	P500 / P550	Per reading
10	End	9 m^2	3m x 3m	P500 / P550	Per reading

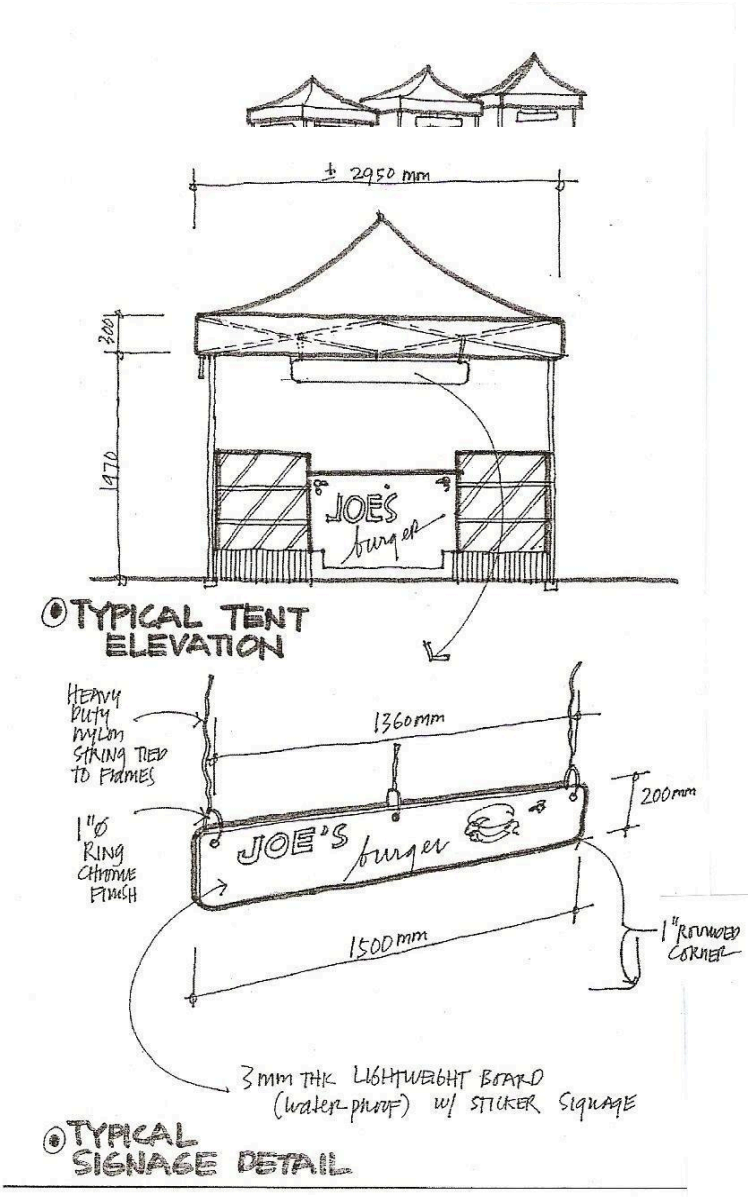
* PhP550 / stall / day – 1-month use or less
  PhP500 / stall / day – more than 1 month but maximum of 3 months

-- 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

LOYOLA SCHOOLS PROMENADE LAYOUT



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 Central Facilities Management Office (CFMO) 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 CFMO Facilities / Equipment Reservation Submission Form, with necessary signatures and all necessary documents attached, to the CFMO 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.
    b. Additional manpower (maintenance, AV technician)
    c. Security c/o CSMO
    d. Stage requirements *
    e. Electrical Requirements *

    *Requesting group to prepare Job Order request to CFMO.

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 Central 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 HE facilities apply.

GUIDELINES ON THE USE OF THE BELLARMINE FIELD

The Bellarmine Field is administratively a part of the Higher Education 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 HE.

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 HE's 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 CFMO 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 Central Facilities Management Office (CFMO) 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 after 5PM, necessary clearance must be secured from the following:

   a. Church of the Gesu
   b. Jesuit Residence
   c. Bellarmine and Social Development Center offices.
   d. EAPI
   e. URH

   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 CFMO-RELJR.

14. Waste Disposal will follow guidelines of CFMO.

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

16. Use of Bellarmine Field LED lights (Christmas lights) will have to be coordinated with the CFMO.

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

18. General reservation policies on the use of the HE 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.

1st 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

2nd Priority

1. Gonzaga Dance Studio and Exhibit Hall *(G310 and G311)*
2. Gonzaga Music Room *(G312)*
3. Fine Arts Theatre *(G306)*

3rd Priority

1. SEC B Foyer

2. SEC C Foyer

*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 Central Facilities Management Office 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 UMCO 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. Request should be submitted at least 2 clear working days prior to the day of the shoot.

4. 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 HIGHER EDUCATION 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 HE's 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 CFMO-RELJR 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 OVHE Office.

Reservation Procedures

For one time use only

1. 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)*

2. Submit your request form to the CFMO-RELJR Office for approval.

   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.**

3. 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 CFMO-RELJR 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 CFMO-RELJR 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 CFMO.

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.

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. Roofdeck, Corridors, Hallway, Covered Courts) within the school campus only. Total number of Iwata Fans - 15 (Big), 2 (Small)

Priority of Use

Priority 1 - For HE Big Events (Graduation, Special Convocation / Conferences)
Priority 2 - HE Student Registration
Priority 3 - HE Classes (make-up / lectures)
Priority 4 - Non - HE 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 HE 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 Central Facilities Management Office. 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 - HE 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 Officer
2. Fill-out the HE 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.

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

CATEGORIES		A	B
I.	*Official HE Academic / Academic-related activities		
	a. Classes	X	
	b. Class-sponsored		
	1. Presentations	X	
	2. Reporting	X	
	3. Film-viewing	X	
	4. Talks	X	
	5. Seminars	X	
II.	HE Students Non-Academic activities		
	a. Selling activities / With fees collected / Income-generating		X
	b. Non-selling/Fundraising Activities		
	c. Activities falling on Sundays / Holidays	X	X

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

GUIDELINES ON THE USE, CARE AND PRESERVATION OF UNIVERSITY PROPERTIES

1. All stakeholders are enjoined to respect and provide utmost care for University properties. Hence, Sense of Care and Ownership.
2. Use of facilities equipment, fixtures and appurtenances are governed by its specific purposes and use guidelines (learning and operations). Stakeholders should use them appropriately, as and when necessary, with due care and should promptly return upon use in the same state when it was borrowed.
3. If found faulty, defective, damaged, tampered or in case of lost fixtures and equipment, report it immediately to the guard/on duty custodian for appropriate assessment, interventions and recommendations.
4. Any deliberate intent, damage caused, and all forms of vandalism to any University asset and property as well as any removal/transfer without consent/approval from the unit in charge are considered acts of violation under the University Code of Discipline and Student Handbook with corresponding sanctions.
5. All damages caused to University property due to improper use, abuse and careless behavior are considered acts of violation under the University Code of Discipline and Student Handbook. All expenses to repair, rectify, replace, restore will be under the responsibility of the individual/s causing the damage.
6. The CFMO as a service unit has no direct relationship with students and employees. Hence, all concerns, expenses, action plans, and coordination with students and employees for such facilities and asset concerns, appropriate actions and timely resolution remains under the responsibility of the school/office unit.

ATENEO DE MANILA UNIVERSITY