

COMPUTER LABORATORY

Room 117 Palma Hall
 University of the Philippines Diliman
 Quezon City 1101
 Tel. No. (02) 9818500 local 2433
 Telefax No. (02) 4348928

RESERVATION FORM

PH 400 | LCD PROJECTOR

Please fill-out this portion with complete details

DATE OF FILING			
CLASS/DEPARTMENT/ORGANIZATION			
DATE NEEDED		TIME	to
			ROOM
PURPOSE:			

CSSP class and CSSP-based organizations	RATE PER HOUR	AMOUNT
Room rental only	Php 110.00	
Room rental w/ sound system and/or LCD projector	450.00	
LCD projector (excess minutes will be charged)	200.00	
Overtime Fee for Technical Staff	150.00	
* Overtime Fee for Maintenance Staff	100.00	
TOTAL		

Partnership with CSSP-based organizations	RATE PER HOUR	AMOUNT
Room rental only	Php 400.00	
Room rental w/ sound system and LCD projector	500.00	
LCD Projector Only (excess minutes will be charged)	550.00	
Overtime Fee for Technical Staff	150.00	
* Overtime Fee for Maintenance Staff	100.00	
TOTAL		

Non-CSSP class and University-based organizations	RATE PER HOUR	AMOUNT
Room Rental	Php 600.00	
Room rental w/ sound system and/or LCD projector	800.00	
LCD Projector Only (excess minutes will be charged)	550.00	
Overtime Fee for Technical Staff	150.00	
* Overtime Fee for Maintenance Staff	100.00	
TOTAL		

Non-UP organizations	RATE PER HOUR	AMOUNT
Room rental	2000.00	
Room rental with sound system and/or LCD projector (first three hours)	3000.00	
Succeeding hours	700.00	
Overtime Fee for Technical Staff	150.00	
* Overtime Fee for Maintenance Staff	100.00	
TOTAL		

*Two maintenance staff will be required for PH 400 (above 50 participants/attendees)

TOTAL FEE:

REQUESTED BY: _____ Signature over printed name
STUDENT NO.
CONTACT NO.
PROFESSOR: _____ Signature over printed name
UNIT/DEPARTMENT:

Checked by: _____

Date: _____

APPROVED BY:

Asst. Prof. Maria Elize H. Mendoza
 Coordinator, Computer Laboratory

Date:

GUIDELINES IN USING MULTI-MEDIA ROOM AND RESERVING EQUIPMENT

1. The Multi-media facility and its equipment are for academic purposes only. Reservations for the use of the multimedia room and its equipment can be made through the CSSP Computer Lab at Palma Hall 117, UP Diliman, Q.C. at least 1 week before scheduled use. Users must pay in advance and have request approved by the coordinator for their reservations to be confirmed. Reservation may also conveyed through email (complab@kssp.upd.edu.ph) or by phone (UP line: 2433/2432).
2. Its use by individuals or groups other than the Lab's staff shall be limited only during office hours: 8-12 am, 1-5 pm on regular working days – unless otherwise allowed by the dean or the Lab coordinator for compelling reasons.
3. Priority is given to reservations made for activities directly related to CSSP-offered courses and CSSP programs and projects.
4. Parties who reserved multi-media equipment as well as computer lab. facilities are accountable and responsible for maintaining these equipment and facilities in good condition.