



OFFICE OF STUDENT AFFAIRS
 College of Social Sciences and Philosophy
 University of the Philippines Diliman

WELLNESS CENTER RESERVATION FORM

Please fill-out this portion with complete details

Date of Filing:			
Name of Organization/Department/Class:			
Date needed:		Time:	
Purpose/Activity:			

CSSP Class and CSSP-Based Organization	RATE PER HOUR	AMOUNT
Room rental only	150.00	
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	100.00	
* Overtime Fee for Maintenance Staff	75.00	

Partnership with CSSP-Based Organization	RATE PER HOUR	AMOUNT
Room rental only	500.00	
Room rental w/ sound system and LCD projector	600.00	
LCD Projector Only (excess minutes will be charged)	550.00	
Overtime Fee for Technical Staff	100.00	
* Overtime Fee for Maintenance Staff	75.00	

Non-CSSP Class and University-Based Organization	RATE PER HOUR	AMOUNT
Room Rental	800.00	
Room rental w/ sound system and/or LCD projector	900.00	
LCD Projector Only (excess minutes will be charged)	550.00	
Overtime Fee for Technical Staff	100.00	
*Overtime Fee for Maintenance Staff	75.00	

Non-UP Organizations	RATE PER HOUR	AMOUNT
Room rental	2500.00	
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	

Tables & Chairs	RATE	AMOUNT
Maintenance Staff	50.00/head	
Tables	10.00/piece	
Chairs	5.00/piece	

 Signature over printed name

 Position

NOTED / APPROVED BY:

 College & Course

 Email & Contact No.

Coordinator
 CSSP Office of Student Affairs

Noted by:

 Signature over printed name
 of Head of Organization

 Signature over printed name
 of Adviser