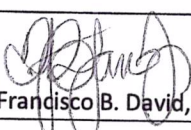
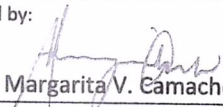
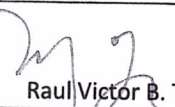
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Prepared by:  Engr. Francisco B. David, Jr.	Reviewed by:  Margarita V. Camacho	Approved by:  Raul Victor B. Tan
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## I. PURPOSE

The purpose of these reservation guidelines and procedures is to provide a set of standards for the reservation of the sports facilities to conduct activities in the campus.

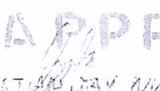
## II. SCOPE

These reservation guidelines and procedures are applicable to non-Mapua clients and partner communities of the Office for Social Orientation and Community Involvement Programs (SOCIP).

## III. DEFINITIONS

Non-Mapua Clients	These are clients outside Mapua community.
Sports Facilities	This is the sports facilities located at the ground floor main building wherein non-Mapua clients may use it.
SOCIP	Social Orientation and Community Involvement Programs
CDMO	Campus Development & Maintenance Office
OSA	Office of Student Affairs


## IV. RESPONSIBILITY AND AUTHORITY

SOCIP Director	<div style="text-align: right;"> <b>APPROVED</b>              BY: CRISTIAN JAY MAYER DATE: 10/10/2020         </div> Approver for SOCIP activities in the campus with its partner communities
Athletics Director	Approver for sports activities under the Athletics Department with its partner schools
CDMO Assistant	Shall check the availability of the sports facilities. Responsible for informing security regarding the details of the Reservation.

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 Signature over Printed Name/Date

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Shall be responsible for the billing and monitoring of  
Payment of the client.

CDMO Head

Approver for the Application form on the use of sports  
facilities (sports facilities)

Head for Campus Maintenance, Development  
And Operations (CMDO)

Approver for all activities in the sports facilities

OSA Director

Approver for all activities organized by accredited student  
organizations

## V. DETAILS OF REFERENCE GUIDELINES

### *Guidelines on the Use of Sports Facilities (Sports facilities)*

#### A. Activities of the Office of SOCIP

The University shall allow the use of its sports facilities **free of charge** for the sports activities implemented by SOCIP with its partner communities which includes among other public schools and organizations in the local community.


1. SOCIP shall coordinate with the Head for CMDO about the sports activity to be held in the sports facilities including the proposed date of activity. The request should be 2 to 3 weeks before the intended date of activity.
2. Upon approval on the use of the sports facilities free of charge and confirming the availability of the sports facilities, SOCIP will be required to fill out the Application Form on Use of Sports facilities (FM-CD-79-03) to be submitted to CDMO.
3. School policy below shall apply to all our visitors from the local community and/or public school.

#### B. Activities of the Athletics Department

The University shall allow the use of its sports facilities **free of charge** for the sports activities and/or exhibition games of the following organizations such as: a) NCAA (National Collegiate Athletics Association; b) Father Martin's Cup; c) Philippine University Collegiate League; and d) Filipino Chinese Basketball League in which Mapua is a member:

1. The Athletics Department shall coordinate with the Head for CMDO about the sports activity to be held in the sports facilities including the proposed date of activity. The request should be 2 to 3 weeks before the intended date of activity.

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2. Upon approval on the use of the sports facilities free of charge and confirming the availability of the sports facilities, the Athletics Department will be required to fill out the Application Form on Use of Sports facilities (FM-CD-79-03) to be submitted to CDMO.


3. School policy below shall apply to all our visitors from the different schools.

**C. Activities of the Office of Student Affairs**

The University shall allow the use of its sports facilities for co-curricular and extra-curricular activities provided that it will be endorsed by the OSA Director. The use of air conditioning units, audio visual equipment and lights shall be charged to the organizer if the activity is expected to have a revenue. The use of the sports facilities will not be charged to the organizer.

1. The OSA Director shall coordinate with the Head for CMDO about the activity to be held in the sports facilities including the proposed date of activity. The request should be 2 to 3 weeks before the intended date of activity.
2. The CDMO Assistant shall check the availability of the sports facilities. If it is available, the Admin. Assistant shall inform the Head for CMDO for approval.
3. Upon approval on the use of the sports facilities and confirming the availability of the sports facilities, the accredited organization shall fill out the Application Form on Use of Gymnasium (FM-CD-79-03) to be approved by the OSA Director which will be submitted to CDMO for final approval.
4. The CMO Assistant shall tentatively reserve the sports facilities to the interested party. He/She shall coordinate with the organizer or OSA.
5. Other expenses which may be incurred and may not be identified nor indicated in the form upon signing (e.g. overtime use of facilities such as aircon, audio visual equipment, industrial fans, overtime of security and housekeeping personnel) shall be paid by the organizer.
6. The interested party should pay in full the total rental charges on the date of usage or on the following day of the activity.
7. In case the activity shall go beyond the approved reserved time for more than 30 minutes, Mapua shall then charge the Client.
8. The Admin. Office has the right to cancel reservations due to management prerogative. The party reserving the said room shall be notified immediately. The Client will be asked to reschedule their activity in case Mapua will have an important activity at the sports facilities.
9. School policy below shall apply to all personnel, students and visitors.

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#### D. Activities of Academic and Non-Academic Offices

The University shall allow the use of its sports facilities for co-curricular and extra-curricular activities of the academic and non-academic offices provided that it is considered an institutional activity. The use of the sports facilities will not be charged to the interested party.


1. The Department Head shall coordinate with the Head for CMDO regarding the activity to be held in the sports facilities including the proposed date of activity. The request should be 2 to 3 weeks before the intended date of activity.
2. The CDMO Assistant shall check the availability of the sports facilities. If it is available, the Admin. Assistant shall inform the Head for CMDO for approval.
3. Upon approval on the use of the sports facilities and confirming the availability of the sports facilities, the concerned department or organizer shall fill out the Application Form on Use of Gymnasium (FM-CD-79-02) to be approved by the Division Head which will be submitted to CDMO for final approval.
4. The CDMO Assistant shall tentatively reserve the sports facilities to the interested party. He/She shall coordinate with the organizer.
5. The Admin. Office has the right to cancel reservations due to management prerogative. The party reserving the said room shall be notified immediately. The Client will be asked to reschedule their activity in case Mapua will have an important activity at the sports facilities.
6. School policy below shall apply to all personnel, students and visitors.

#### E. Activities of Non-Mapua Clients (not related to the activities of SOCIP and Athletics Department)

The University shall allow the use of its sports facilities with rental charges.

1. For the reservation of the sports facilities, the interested party shall have to contact the Admin. Office or Campus Development Maintenance Office (through phone call, fax or email) 2 to 3 weeks before the intended usage of the sports facilities.
2. The CDMO Assistant shall check the availability of the sports facilities. If it is available, the Admin. Assistant shall inform the Head for CMDO for approval.
3. Upon approval, the CMO Assistant shall tentatively reserve the sports facilities to the interested party. He/She shall coordinate with the client.
4. Other expenses which may be incurred and may not be identified nor indicated in the agreement upon signing (e.g. overtime use of facilities such as aircon, audio visual equipment, industrial fans, overtime of security and housekeeping personnel) shall be paid by the Client on the date of usage.

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5. The reservation shall be acknowledged after the interested party has paid in full the total rental charges at least two (2) days before the intended activity. Upon full payment in cash, the interested party shall be required to fill out the Application Form for Permission to use the sports facilities including the list of persons who will be attending the said activity.
6. In case the interested party would want to pay in check, it must be paid one week before the intended activity.
7. No activities shall be allowed until full payment is received by Mapua one week before the use of the space if it is paid in check or 2 days before if it is paid in cash.
8. The total rental is VAT inclusive. Other taxes that maybe imposed on the rent shall be passed on to and paid for, by the Client. The Client shall exclusively be responsible for all necessary permits, licenses, and taxes required by the government.
9. In case the activity shall go beyond the approved reserved time for more than 30 minutes, Mapua shall then charge the Client.
10. Basketballs, volleyballs and other equipment shall be provided by the Client.
11. The Admin. Office has the right to cancel reservations due to management prerogative. The party reserving the said room shall be notified immediately. The Client will be asked to reschedule their activity in case Mapua will have an important activity at the sports facilities.
12. School policy below shall apply to all our visitors from the different schools.

#### ***Cancellation***

1. Cancellation of reservation of the Client shall be accepted provided it will be done two (2) days prior to the date of the activity. Refund of 80% of the whole rental charges shall be refunded in check if the refund amount is more than P1,000.00 and cash if P1,000.00 and below. Cancellation shall be made in writing.
2. No refund shall be given to the Client if cancellation is made one (1) day before the activity.
3. Mapua shall not be responsible for the fortuitous events, which may result in the cancellation of the use of the facilities. In such an event, all payments made are forfeited.


#### ***Postponement***

Postponement of reservation of the Client shall be accepted provided it will be done two (2) days prior to the date of the activity and if it is valid. Postponement shall be made in writing.

#### ***Loss(es) / Damage(s)***

1. A representative from Mapua and the Client may inspect the venue before and after the activity. Damage to properties shall be charged to the Client.
2. Losses or damages of rented facilities/equipment, except for those caused by force majeure, shall be paid immediately by the Client based on current market value or as determined by, and in the sole discretion of Mapua.



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3. The Client holds Mapua free and harmless against any and all damages, losses expenses, actions, suits or claims sustained by the LESSEE, their guest, visitors, agents, etc. while using the rented area or while within the confines of any other part of the building.

### ***School Policies***


The Client as well as their employees, agents, contractors, caterer, guests and suppliers shall comply with all the rules and regulations which may be promulgated from time to time by Mapua, laws and executive orders made by the duly constituted local and national authorities regarding the use, maintenance, upkeep and sanitation and their interest of the entire school.

1. Access to the building of a person whose presence shall, in the judgment of the management, be prejudicial to the safety and security of the property or its inhabitants/tenants shall be denied access to the leased premises including but not limited to the following:
  - Persons under the influence of alcohol or prohibited drugs.
  - Improperly dressed individuals (those wearing shorts, tattered clothes, sleeveless shirts, undershirts, slippers, etc.)
  - Suspicious looking persons
2. Firearms and other deadly weapons are not allowed within the school premises. These should be deposited to the Security Office for safekeeping and shall be released to the owner upon checking out of the building.
3. Smoking is strictly prohibited within the school premises.
4. The Client should secure a gate pass for any of its properties that will be brought inside the building as well as the Client's staff who will be working inside the building in connection with the event. Upon entry the Client's staff must present and deposit a valid ID with picture, in exchange for a visitor's pass issued by Mapua.
5. Only designated ingress and egress points to the building shall be used.
6. Food and beverages may be allowed inside the sports facilities, but the Client shall be responsible for the removal of all items brought into the room. Perishable foods shall be properly stored in sealed containers during the use of the room.
7. All posters shall be subject to the approval of the CDMO Head prior to posting. Exhibit materials or posters are not to be attached to the walls at the rented space.
8. All participants shall be required to present their ID upon entry to Mapua premises.
9. No movement of Mapua's equipment and furniture without the approval of the CDMO Head.
10. Mapua shall not be responsible to any of the food preparation of the in-house caterer since it is a separate entity.
11. The Client shall be responsible for removing and disposing of garbage upon termination of this agreement, leaving the space in a clean and tidy condition. All beverage containers including cans and bottles must be properly disposed of and should not be left behind.

### ***Security Arrangements***

1. The Client shall provide Mapua with the complete list of attendees at least two (2) days prior to the activity date. The Admin. Assistant will give the list of attendees to the Security Office who will be responsible for

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checking the names of the visitors entering the campus. Any visitor/attendee whose name is not included in the list shall not be allowed to enter the building premises.

2. If there are more than 10 participants and the activity will go beyond the reserved time, the Mapua shall require its security guards to render overtime work in order to secure the campus during the Client's function. The overtime pay shall be charged to the Client.

### ***Parking Space***

Parking space may be provided as long as the parking area is available. If the available parking space is not enough, the Client shall have to find parking space outside the campus.

In case there is a problem with the rented space, you may call the CDMO or the roving guard for assistance.

### **VI. PERFORMANCE INDICATOR**

The CDMO shall monitor the activities and check if these guidelines are being implemented.

### **VII. REACTION PLAN**


Failure to comply with the guidelines, CDMO and CMDO shall analyze and propose an appropriate corrective action.

### **VIII. REPORTORIAL REQUIREMENTS**

Report Title	Frequency of Update	Responsible Personnel
List of Activities in the Gym	Monthly	CDMO Assistant

### **IX. REFERENCE DOCUMENTS**


Document Code	Title
FM-CD-79-03	Application Form on Use of Gymnasium (academic and Non-academic Offices)
FM-CD-80-00	Application Form on Use of Gymnasium with Rental Charge

	REFERENCE GUIDELINES	Document No.: RG-CD-15-00
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	REVISION HISTORY	Page: -

Section / Page	Rev. No.	Reason for Revision	Effective Date	By
ALL	00	Original issue.	Oct. 1, 2020	FBD

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	<b>APPLICATION FORM ON USE OF GYMNASIUM (ACADEMIC AND NON-ACADEMIC OFFICES)</b>	Document No. : FM-CD-79-03
		Effective Date: October 01, 2020

Date of Application: \_\_\_\_\_ School/Department: \_\_\_\_\_

Name of Applicant & Position : \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name of Organization/Subject & Section: \_\_\_\_\_

No. of Participants: \_\_\_\_\_ Type of Activity: \_\_\_\_ co-curricular \_\_\_\_ extra-curricular

With Rental Charges on use of facilities ? \_\_\_\_ Yes \_\_\_\_ No Amount: \_\_\_\_\_

Date & Time Needed: \_\_\_\_\_

No. of Equipment Requested: _____	Monoblock Chairs	_____	Panel Boards
_____	Tables	_____	Sound system
_____	Microphone	_____	LCD Projector
_____	Aircon	_____	Stage
_____	Others (please indicate)		

Purpose: \_\_\_\_\_

*(Write the title of Exhibit, Event, etc. including the purpose)*

I/We hereby apply for permission to use the foregoing facilities of Mapua University (MU) subject to existing rules and regulation of MU.

I/We hold ourselves responsible jointly and severally for any damage to and/or or loss of property or injury to person(s), accidents or liability arising from the use thereof. Losses or damages of rented facilities/equipment, except for those caused by force majeure, shall be paid immediately by the organizer based on current market value or as determined by, and in the sole discretion of Mapua.

For activity with revenue, the use of aircon, av equipment, industrial fans, and overtime of security and housekeeping personnel shall be paid by me/us on the date of usage or on the following day.

Mapua has the right to cancel reservations due to management prerogative. The organizer shall be notified immediately. The organizer will be asked to reschedule their activity in case Mapua will have an important activity at the gymnasium.

I/We should secure a gate pass for any of its properties/equipment that will be brought inside the building as well as the list of guests who will be working inside the gymnasium in connection with the event. Upon entry, the guests of the organizer must present and deposit a valid ID with picture, in exchange for a visitor's pass issued by Mapua.

We are aware that food and beverages will be allowed inside the sports facilities, but we shall be responsible for the removal of all items brought into the room. Perishable foods shall be properly stored in sealed containers during the use of the room.

All posters shall be subject to the approval of the CMO Head prior to posting. Exhibit materials or posters are not to be attached to the walls at the rented space.

No movement of Mapua's equipment and furniture without the approval of the CMO Head.

Mapua shall not be responsible to any of the food preparation of the in-house caterer since it is a separate entity.

I/We shall be responsible for removing and disposing of garbage upon termination of this agreement, leaving the space in a clean and tidy condition. All beverage containers including cans and bottles must be properly disposed of and should not be left behind.

\_\_\_\_\_  
Applicant's Signature over Printed Name

Noted by:


Endorsed by:

\_\_\_\_\_  
Faculty Adviser

\_\_\_\_\_  
OSA Director/ Dean/Subject Chair/ Division Head

APPROVED BY:

\_\_\_\_\_  
CMDO HEAD

	<b>APPLICATION FORM ON USE OF GYMNASIUM</b> <b>(Non-Mapua Clients)</b>	Document No. : FM-CD-80-00
		Effective Date: October 01, 2020

Date of Application: \_\_\_\_\_ Company: \_\_\_\_\_

Name of Applicant & Position : \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

No. of Participants: \_\_\_\_\_ Date & Time Needed: \_\_\_\_\_

Amount: \_\_\_\_\_

No. of Equipment Requested: _____	Monoblock Chairs	_____	Panel Boards
_____	Tables	_____	Sound system
_____	Microphone	_____	LCD Projector
_____	Aircon	_____	Stage
_____	Others (please indicate)		

Purpose: \_\_\_\_\_

*(Write the title of Exhibit, Event, etc. including purpose)*

I/We hereby apply for permission to use the foregoing facilities of Mapua University (MU) subject to existing rules and regulation of MU.

I/We hold ourselves responsible jointly and severally for any damage to and/or or loss of property or injury to person(s), accidents or liability arising from the use thereof. Losses or damages of rented facilities/equipment, except for those caused by force majeure, shall be paid immediately by the organizer based on current market value or as determined by, and in the sole discretion of Mapua.

Other expenses which may be incurred and may not be identified nor indicated in the agreement (e.g. overtime use of facilities such as aircon, av equipment, industrial fans, overtime of security and housekeeping personnel) shall be paid by us on the date of usage.

In case the activity shall go beyond the approved reserved time for more than 30 minutes, Mapua shall then charge us.

Cancellation of reservation will be accepted provided it will be done 2 days before the first day of the reserved date(s) and 80% of the whole rental charges will be refunded (refund will be given in cash if the amount is P1K and below and check if it is more than P1K).

Postponement on the use of th gymnasium will be allowed in case the reason is valid.

Mapua has the right to cancel reservations due to management prerogative. The organizer shall be notified immediately. The organizer will be asked to reschedule their activity in case Mapua will have an important activity at the gymnasium.

I/We should secure a gate pass for any of its properties/equipment that will be brought inside the building as well as the list of guests who will be working inside the gymnasium in connection with the event. Upon entry, the guests of the organizer must present and deposit a valid ID with picture, in exchange for a visitor's pass issued by Mapua.

Food and beverages may be allowed inside the sports facilities, but the Client shall be responsible for the removal of all items brought into the room. Perishable foods shall be properly stored in sealed containers during the use of the room.

All posters shall be subject to the approval of the CMO Head prior to posting. Exhibit materials or posters are not to be attached to the walls at the rented space.

No movement of Mapua's equipment and furniture without the approval of the CMO Head.

Parking space may be provided as long as the parking area is available. The no. of parking slots will be determined by the CMDO.

Mapua shall not be responsible to any of the food preparation of the in-house caterer since it is a separate entity.

I/We shall be responsible for removing and disposing of garbage upon termination of this agreement, leaving the space in a clean and tidy condition. All beverage containers including cans and bottles must be properly disposed of and should not be left behind.

\_\_\_\_\_  
Applicant's Signature over Printed Name/Date

APPROVED BY:

\_\_\_\_\_  
CMDO HEAD/Date



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School of Media Studies	49	<input type="checkbox"/>	Ruby Merza - Sagun	

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