- II -

 Application Control No.:

­­­­­­­­­­­­­­­­ (To be filled out by applicant)

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

 We wish to apply for the use of the following university facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLACE** | **DATE** | **TIME** | **PURPOSE**(Specify) |  **NO. OF**  **PERSONS** |
|  |  |  |  |  |

**Total Fee/Charges:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 We agree to the general conditions, rules and regulations printed on the reverse side hereof.

 Name of Organization Printed Name & Signature of Applicant/Authorized Representative

**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

**(FOR INTERNAL USERS ONLY)**

**Charged to:**

 **Account/Department Amount**

**NOTED BY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Adviser/Dep’t Head Assoc. Dean/Dean SDEV SVPAA / VP

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

­­­­­­­­­­­­­­­­ (To be filled out by Logistics Services)

**PROCESSED BY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Logistics Services Staff**

**Budgetary Appropriations:**

**(For Internal Users Only)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Details: APPROVED BY:**

Amount: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** OR#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Payment Date: \_\_\_\_\_\_\_\_\_\_\_  **Manager-Logistics Services/VP-FTS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Distribution:**

 **Requesting Party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **EED/MED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Accounting Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Security \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Logistics Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FEU/S-LSE-QSF.05 Rev. No.: 00 Effectivity Date: 14 Dec. 2015**

**GENERAL CONDITIONS, RULES, AND REGULATIONS GOVERNING THE**

**USE OF UNIVERSITY FACILITIES**

1. All posters, sample tickets, passes, and other literature about the affair intended for general distribution to the general public shall be submitted to the Logistics Services.
2. The adviser of the Applicant shall be responsibly and personally present in the premises throughout the duration of the affair.
3. The person or his/her authorized representative shall assume full responsibility to the University for any financial obligation, claims of damages arising directly or indirectly from the use of the premises as well as to the orderly conduct of the person/s attending the affair.
4. The care, maintenance and safekeeping of all equipment, whether or not intended or actually used for the affair as long as they are within the premises shall be the responsibility of the applicant, it being understood that the permit granted shall be limited to the use of the premises only.
5. The University Services, Security Personnel, and other person authorized by the University shall have free access to the premises covered in the application.
6. Should the applicant cancel his/her application or otherwise alter the place, date, time and purposes, the Logistics Services must be notified not later than 3 working days before the date set for the affair. Such changes are subject to the approval of the Logistics Services. Failure to do so shall mean forfeiture of payment.
7. In the case of misrepresentation, violation of any University rules/policy or non-compliance with any of the condition specified herein, any permit granted shall be **AUTOMATICALLY CANCELLED** and privilege to the use of the University premises may thereafter be denied to the applicant(s) and/or to the group he/she represents.

**FEU/S-LSE-QSF.05 Rev. No.: 00 Effectivity Date: 14 Dec. 2015**