



UP BIOLOGY

INSTITUTE OF BIOLOGY
COLLEGE OF SCIENCE
UNIVERSITY OF THE PHILIPPINES DILIMAN



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APPLICATION FOR THE USE OF INSTITUTE OF BIOLOGY AUDITORIUM

IAN KENDRICH C. FONTANILLA, Ph.D.

*Director
Institute of Biology*

Dear **Dr. Fontanilla**:

The _____, a duly recognized

- Student organization Faculty organization College/Unit/Office
 Department/Institute/Program Class through the undersigned authorized representative
 Non-U.P. organization

Requests permission to use the IB Auditorium Others _____

For (purpose) _____ on (date and time) _____

and agrees, for the duration of this period to:

- (1) be responsible in keeping the cleanliness and orderliness of the venue,
- (2) avoid generating noise that will disturb classes and offices,
- (3) take care of and be responsible for all damages of properties, equipment, furniture and other facilities incurred during your reservation,
- (4) pay in cash as indicated in the statement of charges,
- (5) be subject to the power of recall/cancellation when the need arises,
- (6) prohibit, eating, drinking and smoking inside and outside the IB Auditorium,
- (7) let our technicians/custodial workers to handle the operation of air conditioning system, equipment and other facilities,
- (8) make reservation at least two (2) weeks in advance,
- (9) accommodate a group of not more than 300 persons, and
- (10) inhibit from posting of announcements, putting decorations on the wall, etc., at the hall's entrances, inside and outside the Auditorium without prior approval.

Printed Name and Signature

Designation

Contact number: _____

E-mail address: _____

RECOMMENDING APPROVAL:

MARIE CHRISTINE M. OBUSAN, Ph.D.
Deputy Director for Administration

APPROVED:

IAN KENDRICH C. FONTANILLA, Ph.D.
Director

		IB Auditorium (300 person, inclusion of aircon and audio-visual equipment)	
		UP Units (PhP 10,000 per Block)	Non-UP (PhP 12,000 per Block)
1st Block	8:00 AM – 12:00 NN		
2nd Block	1:00 PM – 5:00 PM		
3rd Block	6:00 PM – 10:00 PM		

*Note: Beyond 1:00 PM considered 2 Blocks
Beyond 6:00 PM considered 3 Blocks*