

Rental Rate for the Institute of Biology's Facilities and Services

Particulars	Co-Sponsor	UP Units	Non-UP	No. of pieces/ days	No. of blocks used	Total Amount
IB Auditorium	8,000	10,000	12,000			
Open Area						
First 4 hours	1,000	1,250	1,500			
Succeeding rate/hour	250	312	375			
Conference Room 206 (Capacity: 30 pax)						
First 4 hours	1,500	1,700	1,900			
Succeeding rate/hour	375	425	475			
Lecture Rooms: First 4 hours						
Room 318 (Capacity: 20 pax)	1,000	1,350	1,700			
Succeeding rate/hour	250	337	425			
Room 319 (Capacity: 20 pax)	1,000	1,350	1,700			
Succeeding rate/hour	250	375	425			
Room 345 (Capacity: 55 pax)	1,200	1,800	2,700			
Succeeding rate/hour	300	450	675			
Room 117 (85 pax)	1,500	1,900	2,800			
Succeeding rate/hour	375	475	700			
Room 250 (85 pax)	1,500	1,900	2,800			
Succeeding rate/hour	375	475	700			
Guest Room	1,900/day	2,375/day	2,850/day			
Sound System	500/hr	750/hr	1,000/hr			
LCD Projector	200/hr	300/hr	400/hr			
Computer (Laptop)	100/hr	150/hr	200/hr			
Monobloc Chair	5 each/day	10 each/day	15 each/day			
Monobloc Table	20 each/day	30 each/day	40 each/day			
Metal Table	200 each/day	250 each/day	300 each/day			
Poster/Panel/White Board	100 each/day	100 each/day	150 each/day			
Projector Screen	100 each/day	100 each/day	150 each/day			
Electric Fan (big)	100 each/day	100 each/day	150 each/day			
TOTAL AMOUNT						

Additional Charges

Technical and Janitorial Services (30% of the total rental)		
Electricity usage for additional equipment used (if there are any)		
Overtime pay of technicians and Janitors for the event outside their official time and during weekends and holidays		
TOTAL AMOUNT		

*Approved by the Chancellor 1 August 2016

Payments:

Please pay at U.P. Cashier's Office thru Institute of Biology Trust Account No. 9774-197-499-439 and furnish the IB Administrative Office a clear photocopy of the OFFICIAL RECEIPT for cash payment or signed/approved voucher for transfer of funds.

Condition of Use:

Reservations must be no less than 2 weeks in advance with 50% deposit.
Must be **FULLY PAID** a day before the actual use of the venue and equipment.

For inquiries, pls contact: Institute of Biology, Administration Office, Room 202
College of Science, National Science Complex
University of the Philippines, Diliman, Quezon City
@ 9818500 local 3727