

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

Particulars	UP Units	Non-UP	No. of pieces/ days	No. of blocks used	Total Amount
IB Auditorium	10,000	12,000			
Open Area					
First 4 hours	1,250	1,500			
Succeeding rate/hour	312	375			
Lecture Rooms: First 4 hours					
Room 117 (85 pax)	1,900	2,800			
Succeeding rate/hour	475	700			
Room 2000A (Capacity: 25 pax)	1,350	1,700			
Succeeding rate/hour	337	425			
Room 2000B (Capacity: 20 pax)	1,350	1,700			
Succeeding rate/hour	375	425			
Room 250 (85 pax)	1,900	2,800			
Succeeding rate/hour	475	700			
Room 345 (Capacity: 55 pax)	1,800	2,700			
Succeeding rate/hour	450	675			
Sound System	750/hr	1,000/hr			
LCD Projector	300/hr	400/hr			
Computer (Laptop)	150/hr	200/hr			
Monobloc Chair	10 each/day	15 each/day			
Monobloc Table	30 each/day	40 each/day			
Metal Table	250 each/day	300 each/day			
Poster/Panel/White Board	100 each/day	150 each/day			
Projector Screen	100 each/day	150 each/day			
Electric Fan (big)	100 each/day	150 each/day			
Plants					
inside Auditorium set-up	900 whole day	1,000 whole day			
outside Auditorium set-up	900 whole day	1,000 whole day			

Additional Charges

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		
*Approved by the Chancellor 1 August 2016		TOTAL AMOUNT

Payments:

Please settle the **full payment** at the U.P. Cashier's Office through the Institute of Biology Trust Account No. **9774-197-499-439** at least **two (2) days before the scheduled event**.

After payment, please **furnish the IB Administrative Office via email** (email address to be provided by the administrative staff) with either:

- A clear scanned copy of the **Official Receipt (OR)** for cash payments; or
- A **signed and approved voucher** for transfer of funds.

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

*Technical and Janitorial Services (30% of the total rental)