



COMPUTER LABORATORY
College of Social Sciences and Philosophy
University of the Philippines Diliman

RESERVATION FORM (PH 400/LCD PROJECTOR)

Please fill-out this portion with complete details

DATE OF FILING							
CLASS/DEPARTMENT/ORGANIZATION							
DATE NEEDED		TIME		to		ROOM	
PURPOSE:							

CSSP class and CSSP-based organizations	RATE PER HOUR	AMOUNT
Room rental only	PHP. 110.00	
Room rental w/ sound system and/or LCD projector	450.00	
LCD projector (excess minutes will be charged)	200.00	
Overtime Fee for Technical Staff	100.00	
* Overtime Fee for Maintenance Staff	75.00	
TOTAL		

Partnership with CSSP-based organizations	RATE PER HOUR	AMOUNT
Room rental only	PHP. 400.00	
Room rental w/ sound system and LCD projector	500.00	
LCD Projector Only (excess minutes will be charged)	550.00	
Overtime Fee for Technical Staff	100.00	
* Overtime Fee for Maintenance Staff	75.00	
TOTAL		

Non-CSSP class and University-based organizations	RATE PER HOUR	AMOUNT
Room Rental	PHP. 600.00	
Room rental w/ sound system and/or LCD projector	800.00	
LCD Projector Only (excess minutes will be charged)	550.00	
Overtime Fee for Technical Staff	100.00	
* Overtime Fee for Maintenance Staff	75.00	
TOTAL		

Non-UP organizations	RATE PER HOUR	AMOUNT
Room rental	PHP. 2000.00	
Room rental with sound system and/or LCD projector (first three hours)	3000.00	
Succeeding hours	700.00	
Overtime Fee for Technical Staff	150.00	
* Overtime Fee for Maintenance Staff	100.00	
TOTAL		

*Two maintenance staff will be required for PH 400 (above 50 participants/attendees)

TOTAL FEE:

REQUESTED BY: _____ Signature over printed name
STUDENT NO.
CONTACT NO.
PROFESSOR: _____ Signature over printed name
UNIT/DEPARTMENT:

Checked by: _____ Date: _____
APPROVED BY:
FRANCISCO JAYME PAOLO A. GUIANG Coordinator, Computer Laboratory
Date:

GUIDELINES IN USING MULTI-MEDIA ROOM AND RESERVING EQUIPMENT

1. The Multi-media facility and its equipment are for academic purposes only. Reservations for the use of the multimedia room and its equipment can be made through the CSSP Computer Lab at Palma Hall 117, UP Diliman, Q.C. at least 1 week before scheduled use. Users must pay in advance and have request approved by the coordinator for their reservations to be confirmed. Reservation may also be conveyed through email (complab@kssp.upd.edu.ph) or by phone (UP line: 2433/2432).
2. Its use by individuals or groups other than the Lab's staff shall be limited only during office hours: 8-12 am, 1-5 pm on regular working days – unless otherwise allowed by the dean or the Lab coordinator for compelling reasons.
3. Priority is given to reservations made for activities directly related to CSSP-offered courses and CSSP programs and projects.
4. Parties who reserved multi-media equipment as well as computer lab. facilities are accountable and responsible for maintaining these equipment and facilities in good condition.